

Date:
To:
Address:

Subject: Returned Check Notification

Dear

We are writing to inform you that the following check has been returned by your bank due to

Check Number:
Date of Check:
Amount:
Reason Returned:

Please contact us immediately to resolve this matter. Replacement payment should be made as soon as possible to avoid further action.

If you have any questions, please contact us at

Sincerely,

Authorized Signatory

Company Name