

## Insufficient Funds Letter

Your Name  
 [Company Name]  
 [Street Address]  
 [City, ST ZIP Code]  
 [phone number]  
 [email]  
 [Date]

[Recipient Name]  
 [Title]  
 [Company Name]  
 [Street Address]  
 [City, ST ZIP Code]

Dear [Recipient Name]:

This is to inform you that the following check was returned to us due to insufficient funds:

**Check number [number]**

**Dated [date]**

**Payable to [Name]**

**In the amount of \$[amount]**

We request that you replace this check with a cash or money order payment immediately.

Unless we receive good funds for said amount within **[number]** days, we will begin appropriate legal action.

Thank you for your prompt attention to this matter.

Sincerely,

Your Name  
 [Title]

Certified mail, return receipt requested