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Re: Returned Check

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Your check number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_, provided to us on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has been returned by your bank for insufficient funds. We hereby ask that you check with your bank then issue a replacement check.

Within \_\_\_\_\_\_\_\_\_\_ days of receipt of this notice, please send a replacement check in the amount of $\_\_\_\_\_\_\_\_\_\_\_ plus $\_\_\_\_\_\_\_\_\_\_\_ to cover the insufficient funds charge assessed by our bank.

If you have any questions, please feel free to call us at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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