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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,

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