**NOTICE OF DISHONORED CHECK**

[Recipient’s Name]

[Recipient’s Street Address]

[Recipient’s City, State and Zip Code]

**RE: Notice of Dishonored Check**

Dear [NAME OF CHECK ISSUER]:

I am writing to inform you that check #[Check Number] dated [Date on Bounced Check], in the amount of $[Amount of Bounced Check] made payable to [Your Name/Payee’s Name] has been returned to me **due to [insufficient funds, a closed account, etc.]**.

I realize that such mishaps can occur and am confident that you will rectify this matter immediately. Accordingly, I ask that you please mail (or deliver in person) a new payment in the original amount plus the bank’s returned-check fee of $[[Returned Check Fee Amount](https://wallethub.com/edu/bounced-check/13879#returned-check-fee)] to the following address:

**[SCHOOL NAME] High School | [ADRESS OF SCHOOL]**

Please make your payment in cash, certified check, cashier’s check or money order **ONLY**. You may also come into our office to pay by credit card. It is imperative that you do so without delay. You may contact me at 559-[PHONE#]. If you have already sent replacement funds, please disregard this letter.

Thank you for your prompt attention to this matter.

Sincerely,

 ,

[NAME], Finance Assistant

[SCHOOL] High School Student Body