[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: NOTICE OF BAD CHEQUE DUE TO NON-SUFFICIENT FUNDS**

Dear [CLIENT],

This is to notify you that, according to law, your cheque dated [DATE], on [BANK] of [PLACE] in the amount of [AMOUNT] has been returned unpaid. The reason for this is non-sufficient funds. In light of this notice, we ask that you please within [NUMBER] days pay or tender to us sufficient money to pay the instrument in full.

Please make your payment at the following address:

[COMPANY]

[ADDRESS]

 [ADDRESS 2]

 [CITY, COUNTRY, POSTAL CODE]

Unless we receive the said amount within [NUMBER] days, we will immediately commence appropriate legal action to protect our interest. Once replacement funds have been received, your dishonoured cheque will be returned to you.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]