[DATE]

Contact Name

Address

Address2

Country

City /Province

Zip/Postal Code

**RE: NOTICE OF CHEQUE RETURNED DUE TO NSF**

Dear [CLIENT NAME],

Your cheque made payable to [NAME OF COMPANY] in the amount of [AMOUNT] has been returned to us for insufficient funds. As this cheque has already been presented on two occasions the bank will not allow us to redeposit.

Would you please bring the amount of the cheque, plus the [AMOUNT] fee for our service charge for returned cheques, to the manager's office at:

 [NAME OF COMPANY]

 [ADDRESS]

 [CITY, COUNTRY, POSTAL CODE]

We must ask that this amount of [AMOUNT] be paid either by cash, certified cheque, or money order.

If you have any questions, feel free to contact us during office hours.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]