

[Date]

Re: Returned Check

Dear _____:

Your check # _____ in the amount of \$_____ has been returned to us by your bank for insufficient funds.

This may be the result of a simple error. However, we must insist that you replace the insufficient funds check immediately. Therefore, please bring in or send to our office a certified check, cash or money order in the amount of \$_____ plus \$_____ to cover the insufficient funds fee assessed to our account by our bank due to this matter.

If you have any questions, please feel free to contact us at (____) _____.

Sincerely,

[Practice]