

Insert date

Insert name of check maker

Insert address of check maker

Check No. _____

Amount: _____

Dated: _____

Payable to: _____

Dear Mr./Ms.: _____

Unfortunately the above referenced check we received from you has been returned from your bank due to "non-sufficient funds." As such, we must assess a \$27.50 service charge to the amount of the check making the total due from you \$_____.

Please submit full payment either by cash, certified check or money order within ten (10) days of the date of this letter. If we haven't received full payment from you within that time period, we will submit this matter to the Rush County Prosecutor's Office.

Thank you for your cooperation in this matter.

Sincerely,

Insert name of representative from business