

## NOTICE OF RETURNED CHECK



Attn:

Date: \_\_\_\_\_

RE: Notice of Bank Refused/Returned Check

Dear \_\_\_\_\_ ,

Your recent check for \_\_\_\_\_ was returned by the bank as unpaid. According to our lease agreement, a Returned Check fee of \_\_\_\_\_ will be added to your account if your check bounces. Kindly send a new money order or certified check in the amount of \_\_\_\_\_ plus any applicable late fees within the next \_\_\_\_ days to bring your account current. You may drop payment off at our office or mail it. Please contact us if you have any questions.  
Thank you for your immediate attention to this matter.

Regards,