

Bad Check Collection Letter

Subject: Collection of Bad Check - [Check Date] - [Check Number]

Dear [Recipient's Name],

I am writing to inform you that a check issued by you, dated [Check Date], and bearing the check number [Check Number], has been returned by the bank due to insufficient funds. The check was drawn on the account [Account Number], held at [Bank Name].

The amount of the check is [Amount], payable to [Payee Name], and was intended for [Reason for the payment]. I want to give you an opportunity to rectify this matter before pursuing further action.

It is important to understand that issuing a bad check is a violation of the law, and it can result in legal consequences such as fines, penalties, and even criminal charges. However, I would prefer to resolve this matter amicably and without involving legal authorities.

To rectify the situation, I kindly request that you take the following actions:

1. Immediately make full payment for the amount of the bad check, which is [Amount]. You can issue a new check or make the payment in cash, certified funds, or through an electronic transfer. Please make the payment payable to [Payee Name] and send it to the address mentioned above.
2. Include an additional amount of [Bank Fee] as reimbursement for the bank fees incurred due to the returned check. This is necessary to cover the expenses associated with handling this matter.
3. Ensure that the payment reaches us within [Payment Deadline], which provides you with a reasonable time frame to resolve the issue. If the payment is not received by the specified deadline, I will have no choice but to take further action to recover the funds, which may involve legal proceedings.

If you have any questions or concerns regarding this matter, please do not hesitate to contact me at the phone number or email address mentioned above. I am open to discussing a suitable resolution or working out a payment plan if needed.

I hope we can resolve this matter promptly and amicably. Your immediate attention to this issue is appreciated. Failure to address this issue may result in further action, which I would prefer to avoid.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]