

## **Polite first notice for bad check**

Subject: Notice of Returned Check

Dear [Customer Name],

We are writing to inform you that your check numbered [Check Number] dated [Date] for the amount of [Amount] has been returned due to insufficient funds.

Please remit payment immediately or provide an alternative payment method to settle this outstanding balance. We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Company Name]

[Contact Information]

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