



**PROFESSIONAL**  
COLLECTION SERVICE

## **Non-Sufficient Funds Check Notice**

**Please read the disclaimer below before using this form.....**

This document provides a sample template for a collection demand letter to be used by an individual seeking to collect delinquent accounts that are past due and where the initial attempt at payment by the customer was made by check that was subsequently dishonored by the bank. For a company or individual that is owed money, it is essential to document any request for payment in writing. This letter is intended to provide standard language and can be modified to fit the needs of any individual or company attempting to collect payment on a delinquent account.

Disclaimer: All information and forms are provided "as is" without any warranty of any kind; express, implied or otherwise including as to their legal effect and completeness. They are for general guidance only.

# Non-Sufficient Check Notice

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

ATTN: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_

## Re: Dishonored Check and Demand for Payment on Past-Due Account

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

As you are aware, on or about \_\_\_\_\_, you issued a check to \_\_\_\_\_, check no. \_\_\_\_\_, in the amount of \_\_\_\_\_ Dollars. As you are further aware, the check was drawn upon your account at \_\_\_\_\_, and was dishonored by said bank.

The check was issued by you as purported payment of funds due from you to \_\_\_\_\_, for invoice # \_\_\_\_\_, dated \_\_\_\_\_.

Previous efforts have been made to collect the outstanding balance due and owing. You have been contacted via \_\_\_\_\_. However, to date, you have failed to pay all funds due and owing.

\_\_\_\_\_ respectfully demands that you pay the full amount of all outstanding funds due and owing within \_\_\_\_\_ days of the date of this letter. The total amount due and owing is \_\_\_\_\_.

If you have any questions, or want to make arrangements for payment, please contact \_\_\_\_\_ by phone at \_\_\_\_\_ or email \_\_\_\_\_.

Cordially,