

Returned Check Notice

Dear "Tenants Name",

I was contacted by your bank today, and they informed me that your check in the amount of \$ _____, which was paid to our company for _____ is now being returned to us. Hopefully, this matter was a simple mistake that can be quickly corrected. Unfortunately, however, because of the returned check, your account balance is past due and delinquent.

I am sorry, but I must notify you that it is critical that you immediately and without delay of any kind make the necessary arrangements to deliver us a money order or a certified check to bring your account up to date.

Here is the way your account currently stands on our books. The total amount that is now due is:

Rent due _____

Loss of discount (if any) _____

Total Amount now due _____

Again, I must warn you that the above amount must be paid with _____ days. I do thank you for your cooperation in the matter.

Sincerely,

Your Name

P.S. Please do not delay or ignore this notice. The negative effect that this matter can have on your overall credit rating can be devastating. Bring your money order or certified check in before _____ for your own protection if you want to avoid any added cost of a lawsuit.