

Bad or Returned Check Letter

HMS, Inc.

1111 East Street - Hometown, USA

(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

Dear [check writer] ,

Your check # _____ dated _____, 20____, written to us in the amount of \$ _____ has been returned to us by the bank marked [account closed, non-sufficient funds, etc.]. (See copy of check enclosed).

We realize mistakes happen, and wanted to notify you immediately so that you can appropriately correct the situation with us and with the bank.

Please send a certified bank check or money order in the amount of \$ _____, which is the amount of the returned check plus our \$ _____ returned check charge. You may also stop by to correct the situation, if that is more convenient. We will return the original check to you upon receipt of replacement funds.

Failure to respond to this notice with replacement funds within 10 days will force us to proceed with collection procedures.

Our thanks for your prompt attention to this matter.

Sincerely,

H.M. Smith

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