Invitation to Discuss Bounced Rent Check

Dear [Tenant's Name],

I hope this message finds you well. I am writing to discuss a recent matter concerning the rent check dated [Date of Bounced Check], which unfortunately bounced. I believe it's important for us to address this situation together.

Please join me for a discussion on [Proposed Date and Time]. We can meet at [Location] or have a virtual meeting if you prefer.

Your prompt attention to this matter is greatly appreciated. Please let me know if you are available at the proposed time.

Thank you, and I look forward to hearing from you soon.

Best regards,

[Your Name]
[Your Title/Position]
[Your Contact Information]