

Subject: Follow-Up on Bounced Rent Check

Dear [Tenant's Name],

I hope this message finds you well. I am writing to follow up on the rent check dated [Date] that was returned due to insufficient funds. As per our agreement, rent is due on the [Due Date] of each month, and timely payment is crucial for maintaining our lease terms.

Please let me know when you anticipate being able to rectify this matter. I am open to discussing a suitable payment plan if needed. It's important that we resolve this situation promptly to avoid any further complications.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position/Title]

[Your Contact Information]