

# Late Payment Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a formal notice regarding your recent payment that was due on [Insert Due Date] and was made via a check that has unfortunately bounced.

The check number [Insert Check Number] in the amount of [Insert Amount] was returned due to insufficient funds. As a result, your account is now overdue by [Insert Amount Overdue].

Please arrange for the payment of the outstanding amount within the next [Insert Number of Days] days to avoid additional fees. We accept alternative payment methods, including [Insert Alternative Payment Methods].

If you have already resolved this matter, please disregard this notice. If you have any questions or require assistance, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]