

Tenant Communication Regarding Bounced Rent Check

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to inform you that the rent check submitted for the month of [Month] has bounced due to insufficient funds. The check number is [Check Number], and it was received on [Date Received].

Please be advised that it is important to rectify this situation promptly to avoid any late fees or further action. I kindly request that you either provide a new payment or replenish the funds in your account and resubmit the check at your earliest convenience.

If you have already taken care of this issue, please disregard this notice. However, if you have any questions or require assistance, feel free to reach out to me directly at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]