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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Bounced check

Dear \_\_\_\_\_,

A check numbered \_\_\_\_\_, dated \_\_\_\_\_, drawn by you on \_\_\_\_\_ located in \_\_\_\_\_, in the amount of \$2 (two US dollars), made payable to \_\_\_\_\_ has been returned. This check has returned due to insufficient funds.

You will be charged a return check fee of \$2 (two US dollars). You will also be charged \$2 (two US dollars) to cover the cost of mailing you this notice. The total amount you will be charged is **\$6.00 (six US dollars)**.

Please make arrangements to pay your outstanding balance plus the returned check fee and the cost of mailing this notice as soon as possible. You may make this payment using the following methods:

\_\_\_\_\_

Payment is due no later than \_\_\_\_\_.

Please forward your payment to the following address:

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Feel free to contact me at \_\_\_\_\_ or \_\_\_\_\_ if you have any questions or need additional information regarding this matter.

Best,

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