

Date

Address
Address
Address
Address

RE: Account #8940

Dear Your Customers Name:

Enclosed is a copy of your check(s) returned to us for insufficient funds in the amount of **\$50.87**

We will re-deposit your check(s), but due to the additional expense incurred in processing, your account will be charged **\$15.00/check** for the additional handling.

If you could please forward a check in the amount of **\$15.00** to cover the cost of processing.

Thanking you in advance for your cooperation in this matter.

Sincerely,

Your Name
Credit Manager

enc.