

Date

Address

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Dear Customers Name:

Enclosed is a copy of your check (s) returned to us for the second time, due to insufficient funds in the amount of **\$351.36**. We have resubmitted your check again but due to the added expense of processing we are charging your account **\$15.00**. Please remit the **\$30.00** service charge, \$15.00 for the first NSF deposit and \$15.00 again for this NSF deposit in certified funds/money order to us within 5 days.

I will be expecting your payment of **\$30.00** shortly.

This seems to be a recurring problem that is placing a strain on our business relationship. It would displease me to place a valued customer orders on HOLD.

Please take care of this obligation.

Thanking you in advance for your cooperation in this matter.

Sincerely,

Your Name  
Credit Manager

**\*\*Your Company Name subscribes to a  
National Credit Reporting Bureau\*\***