

«Company»
100 Main Street
Suite 14-B
Anytown, U.S.A. 07945
«CPhone»

2/4/23

Marvin Acme
Acme Sales, Inc.
100 Main Street
Add2
Toontown, USA «ZIP1»

Dear Marv:

Your bank has returned your check, number not available, for \$not available to us. The bank indicated that your account doesn't have sufficient funds to pay the check.

In order for you to keep your account with us in good standing, it's important that you make payment within 3 days. We ask that you use the enclosed envelope to make your payment., and we ask that you make your payment using a certified check, money order or cashier's check. (If the overdraft occurred because of a bank error, please simply send a replacement check.)

If you're unable to make a full payment or if you have questions about the returned check, please call immediately. We will work with you, if need be, to find a solution that allows you to keep your good credit standing with us.

Sincerely,