

Dear: _____

Your check made payable to _____ in the amount of \$_____ has been returned to us for insufficient funds. The bank will not allow us to redeposit the check since it has already been presented on two occasions.

Would you please bring the amount of the check, plus the \$10.00 fee for our service charge for returned checks, to the manager's office at:

We must ask that this amount of \$ _____ be paid by either cash, certified check, or money order.

If you have any questions, you can contact me at the above telephone number during office hours. Thank you.
