

Bounced Check

(Date)

(Tenant Name) (Tenant Address)

Dear (tenant name),

Your recent check for (\$ amount) was returned by the bank as unpaid.

According to our lease agreement, a charge of up to \$35 is added to your account if your check bounces.

Kindly send a new money order or certified check in the amount of \$ (\$ rent and late fee) within the next 3 days to bring your account current. You may drop payment off at (drop of location) or mail it to (mail to address).

Please call me if you have any questions. Thank you for your immediate attention to this matter.

Sincerely,