**NSF Check Letter**

Date

Name

Address

City, State, Zip

Dear Name,

Recently, the Name of Organization received notification from our bank that a check you wrote was returned for insufficient funds. This check was written for [name of fundraiser].

The information for this check is:

Check: Number, Name of Bank

Amount: $0.00

Payee: Name of Organization

Date: 06/01/14

The Name of Organization was assessed a $0.00 fee for this item. Therefore, the total due to Name of Organization is now $0.00. Please send a new check, cash, or money order to:

Name of Organization

Attn: Your Name

Address

City, State Zip

Thank you for your prompt attention to this matter. If you have any questions, you can call me at home at phone number.

Sincerely,

Your Name

Treasurer

Name of Organization

Enc: Copy of returned check