

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

Your rent check was returned for insufficient funds. Please send a new payment in the form of a money order or cash and include a non-sufficient funds fee of \$_____

If you have any questions, please contact this office.

Thank you,

«mgmt_company»
Accounting Department