

RETURNED CHECK PAYMENT REQUEST — GENERAL SAMPLE

Illustrative payment request. No jurisdiction has been selected. This sample does not supply state-specific statutory notice language, deadlines, fees, or penalties.

From: [COASTAL HARDWARE SUPPLY CO.]
[1450 HARBOR BLVD, OXNARD, CA 93030]

Date: [DATE]

To: [PACIFIC RIM CONTRACTORS LLC]
[88 SHORELINE DR, VENTURA, CA 93001]

Returned Check Details

Check number: [7842]

Check date: [DATE]

Check amount: [850.00]

Bank: [FIRST NATIONAL BANK OF VENTURA]

Date returned: [DATE]

Transaction: [PAYMENT FOR LUMBER AND HARDWARE MATERIALS DELIVERED TO THE
DRAWER'S JOB SITE UNDER INVOICE 2026-114 DATED MAY 12, 2026.]

Dear [PACIFIC RIM CONTRACTORS LLC],

Our records show that the check identified above was returned unpaid. Please contact us to arrange replacement payment or to discuss any error or payment already made. Any payment received will be credited against the balance.

Contact and Payment Arrangements

Contact: [SANDRA REYES, ACCOUNTS RECEIVABLE]

Contact details: [SREYES@COASTALHARDWARE.EXAMPLE]

Payment delivery address: [1450 HARBOR BLVD, OXNARD, CA 93030]

Sincerely,

[COASTAL HARDWARE SUPPLY CO.]

DATE _____

Notice of Dishonored Check