

Business Contracts



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<<Company>> NOTICE OF RETURNED / REJECTED PAYMENT

<<CurrentDate>>

To: <<ContractFirstName>> <<ContractLastName>>, <<ContractJobTitle>>

Re: Notice of returned payment for <<Reference>> (contract reference number)

Dear <<ContractFirstName>>,

This letter is to notify you that your payment of <<Insert Payment Amount>> for <<Reference>> is unable to be processed.

The reason the payment cannot be processed is:

- _____ Insufficient Funds
- _____ Incorrect Account or Routing Number
- _____ Closed Account
- _____ Insufficient Funds
- _____ Rejected by

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