



# PROPOSAL KIT SAMPLE

## SAMPLE CONTRACT PACK DOCUMENT

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For example, some documents are used in a longer sequence one after the other. Some include optional exhibit and schedules.

Also see this article for proposal and contract writing best practices:



<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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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 Payee
- \_\_\_\_\_ Other - <<Insert Explanation>>

## DEMO CONTRACT

This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/html/legal-contract-templates/problem-notification/notice-of-returned-rejected-payment-letter.htm>

Once you purchase, download and install a retail Contract Pack that includes this contract, the complete version of this contract will be inserted into your project.

This contract document is included in the [Proposal Kit Professional](#) and one or more [Contract Pack](#) products.

This sample has been truncated to only show the first part. The complete editable version of this contract is included in Proposal Kit Professional and Contract Pack products found at:

[ProposalKit.com/htm/proposal-software-products.htm](http://ProposalKit.com/htm/proposal-software-products.htm)

