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https://www.100test.com/kao_ti2020/150/2021_2022__E5_95_86_E5_8A_A1_E8_8B_B1_E8_c85_150630.htm Dear Your check made payable to [name of firm] in the amount of \$ has been returned to us for insufficient funds. The bank will not allow us to redeposit the check since it has already been presented on two occasions. Would you please bring the amount of the check , plus the \$10.00 fee for our service charge for returned checks , to the managers office at : [name of firm] [address] [city , state , zip] We must ask that this amount of \$ be paid by either cash , certified check , or money order. If you have any questions , you can contact me at the above telephone number during office hours. Thank you. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com