

SENT VIA CERTIFIED MAIL

Date: [Date]

TO:

[Name of Individual or Entity]

[Address]

[City, State, Zip Code]

RE: CEASE AND DESIST - CHECK ALTERATION AND FRAUDULENT ACTIVITY

To [Name of Recipient],

This firm represents [Your Name/Company Name] ("my client"). It has come to our attention that you have engaged in illegal check alteration schemes involving checks issued by or intended for my client.

Specifically, our records indicate that check number [Check Number], originally issued for the amount of \$[Original Amount], was unlawfully altered to [Altered Amount] and/or the payee name was changed to [Unauthorized Payee Name].

Your actions constitute check fraud, forgery, and theft, which are serious violations of both state and federal laws. These activities carry significant civil and criminal penalties.

DEMAND IS HEREBY MADE that you immediately:

- Cease and desist from any further attempts to alter, negotiate, or deposit checks belonging to my client.
- Return the full amount of \$[Amount] to my client within [Number] days of receipt of this letter.
- Provide a written accounting of any other checks currently in your possession.

Failure to comply with this demand by [Deadline Date] will result in immediate legal action. My client is prepared to pursue all available legal remedies, including filing a formal police report, notifying the financial institutions involved, and initiating a civil lawsuit to recover damages, interest, and legal fees.

This letter is formal notice. Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]

[Your Phone Number]