

DATE: [Insert Date]

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

TO:

[Name of Check Writer]

[Address]

[City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT OF DISHONORED CHECK

Dear [Name of Check Writer],

This letter serves as formal notice that check number [Check Number], dated [Date of Check], in the amount of \$[Amount], drawn on [Bank Name] and made payable to [Your Name/Business Name], was returned by the bank unpaid due to [Reason, e.g., Insufficient Funds/Account Closed].

Despite previous attempts to resolve this matter, the balance remains outstanding. This is your final opportunity to settle this debt voluntarily before legal action is initiated.

Pursuant to [State Statute, if applicable], demand is hereby made for the full face value of the check, plus a returned check fee of \$[Fee Amount], for a total payment of **\$(Total Amount)**.

Payment must be made in the form of **cash, cashier's check, or money order** and delivered to the address below within [Number, e.g., 10 or 30] days of the date of this notice.

[Your Name/Business Name]

[Payment Address]

[City, State, Zip Code]

Failure to remit payment in full by [Deadline Date] will result in immediate civil prosecution. Under state law, you may be held liable for the original amount of the check, plus court costs, service of process fees, and statutory triple damages.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]