

NOTICE OF INTENT TO INITIATE LITIGATION

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

From:

[Your Name/Company Name]

[Your Address]

[Phone Number]

RE: NOTICE OF DISHONORED CHECK AND FORMAL DEMAND FOR PAYMENT

Dear [Recipient Name],

This letter serves as formal notice that Check No. [Check Number], dated [Check Date], in the amount of \$[Amount], drawn on [Bank Name], was returned by the financial institution marked "Insufficient Funds" or "Account Closed."

To date, you have failed to provide restitution for this dishonored instrument. Please be advised that under the laws of this state, passing a bad check may result in both civil and criminal penalties.

DEMAND IS HEREBY MADE for the following total amount to be paid within [Number, e.g., 10] days of the date of this letter:

- Check Amount: \$[Amount]
- Returned Check Fee: \$[Fee Amount]
- **TOTAL DUE: \$[Total Amount]**

Failure to remit the total amount due by [Deadline Date] will result in this matter being referred to legal counsel to initiate formal litigation against you. This may include a lawsuit for the original amount, court costs, attorney fees, and statutory damages as permitted by law.

Please deliver payment in the form of a cashier's check or money order to the address listed above to resolve this matter immediately.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]