

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK

Dear [Debtor Name],

This letter serves as formal notice that check number [Check Number], dated [Date on Check], in the amount of \$[Amount], made payable to [Payee Name], was returned by [Bank Name] unpaid and marked "Insufficient Funds" (or "Account Closed/Payment Stopped").

Pursuant to state law, demand is hereby made for payment in full of the face amount of the check, plus a service charge of \$[Service Fee Amount], for a total balance due of \$[Total Amount].

Please remit the total amount due within [Number of Days, e.g., 10] days of the date of this letter. Payment must be made by cash, certified check, or money order to the address listed above.

Failure to resolve this matter within the specified timeframe may result in further legal action, which may include filing a civil lawsuit for the amount of the check, court costs, and statutory damages as permitted by law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]