

**DATE:** [Current Date]

**TO:**

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: NOTICE OF INTENT TO FILE SUIT FOR DISHONORED CHECK**

Dear [Recipient Name],

This letter serves as formal notice regarding check number [**Check Number**], dated [**Check Date**], in the amount of \$[**Amount**]. This check was returned by the bank unpaid due to [Reason: e.g., Insufficient Funds/Account Closed].

Under applicable state laws, you are hereby notified that you have [**Number, e.g., 10 or 30**] days from the receipt of this notice to tender payment in full for the face value of the check, plus a returned check fee of \$[**Fee Amount**].

Total amount due: \$[**Total Amount**]

Payment must be made by certified check, money order, or cash. Please deliver the payment to the following address:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

Failure to settle this debt within the specified timeframe will result in immediate legal action. This may include filing a civil lawsuit for the original amount, plus court costs, attorney fees, and any statutory damages allowed by law. We also reserve the right to report this matter to local law enforcement for criminal prosecution where applicable.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]