DATE: [Current Date]

TO:
[Name of Check Writer]
[Address]
[City, State, Zip Code]

RE: NOTICE OF INTENT TO SUE FOR DISHONORED CHECK

Dear [Name of Check Writer],

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

Pursuant to state law, you are hereby notified that you have [Number of Days, e.g., 10 or 30] days from the receipt of this notice to tender payment in full for the amount of the check plus a service charge of $[Amount of Fee]. Your total balance due is $[Total Amount].

Payment must be made in the form of cash, certified check, or money order and delivered to the following address:

[Your Address or Business Address]
[City, State, Zip Code]

Failure to pay the total amount within the time period specified above will result in legal action. I reserve the right to file a civil lawsuit against you to recover the full amount of the check, plus court costs, attorney fees, and any treble damages (three times the amount of the check) as permitted by law. Additionally, I may report this matter to the local District Attorney's office for criminal prosecution.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]