

DATE: [Date]

TO:

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

FROM:

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

RE: NOTICE OF PENDING LAWSUIT REGARDING DISHONORED CHECK

Dear [Recipient Name],

This letter serves as formal notice that check number [**Check Number**], dated [**Check Date**], in the amount of \$[**Amount**], was returned by your financial institution marked "Insufficient Funds" or "Non-Sufficient Funds" (NSF).

To date, we have not received payment to rectify this balance. Please be advised that unless we receive the full amount of the check, plus a returned check fee of \$[**Fee Amount**], within [**Number**] days of the date of this letter, we will initiate a formal lawsuit against you in [Name of County/Court].

Legal action may result in a court judgment against you that includes:

- The original amount of the check;
- Statutory damages (as permitted by state law);
- Court costs and filing fees;
- Reasonable attorney fees.

To prevent legal action, please deliver a cashier's check or money order for the total amount of \$[**Total Amount Due**] to the address listed above by [Deadline Date].

Please govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]