

## **URGENT NOTICE: FORMAL DEMAND FOR PAYMENT**

Date: [Current Date]

To:

[Name of Debtor]

[Address]

[City, State, Zip Code]

Re: Notice of Dishonored Check

Dear [Name of Debtor],

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

Under the laws of this state, you are hereby notified that a check issued by you has been dishonored. Demand is hereby made upon you for payment of the full amount of the check plus a service charge of \$[Service Fee Amount, if applicable].

**Total Amount Due: \$[Total Amount]**

Please remit the total amount due in the form of cash, cashier's check, or money order to the following address within [Number of Days, e.g., 10 or 30] days of the date of this notice:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

Failure to pay the full amount within the time period specified above may result in further legal action, which may include the filing of a civil lawsuit to recover the amount of the check, court costs, attorney fees, and statutory damages as permitted by law. We also reserve the right to report this matter to local law enforcement authorities.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]