

DATE: [Date]

TO:

[Name of Check Writer]

[Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK

Dear [Name of Check Writer],

This letter is formal notice that check number [Check Number], dated [Date on Check], in the amount of \$[Amount], made payable to [Your Name/Business Name], was returned by [Bank Name] marked "NSF" (Non-Sufficient Funds) or "Account Closed."

This serves as your 30-day statutory notice to rectify this matter. Pursuant to [Insert State Statute Number if known], you are hereby demanded to pay the full amount of the check plus a service charge of \$[Amount of Fee allowed by law].

The total amount due is: **\$(Total Amount)**

Please remit payment in the form of cash, money order, or certified check within 30 days of the date of this notice. Payment should be delivered to the following address:

[Your Name/Business Name]

[Your Address]

[City, State, Zip Code]

Failure to pay the full amount within the 30-day period may result in further legal action, which may include a civil lawsuit for the amount of the check, court costs, attorney fees, and treble damages (three times the amount of the check) as permitted by state law. We also reserve the right to refer this matter to the District Attorney for criminal prosecution.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]