

URGENT: NOTICE OF PENDING LEGAL ACTION

Date: [Insert Date]

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

RE: DISHONORED CHECK - CLOSED ACCOUNT

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 "Account Closed."

Passing a check on a closed account is a serious matter. Despite previous attempts to resolve this issue, the balance remains unpaid. Be advised that if we do not receive the full amount of the check plus a returned check fee of \$[Fee Amount] within [Number of Days] days from the date of this letter, we will initiate formal legal proceedings against you.

Legal action may result in a court judgment including the original debt, court costs, interest, and statutory damages as permitted by state law.

To prevent this action, please remit payment immediately via certified funds (Cashier's Check or Money Order) to the following address:

[Your Company Name]
[Your Payment Address]
[City, State, Zip Code]

Govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]