

FORMAL PRE-LITIGATION NOTICE

Date: [Current Date]

To:

[Name of Check Writer]

[Address]

[City, State, Zip Code]

RE: Notice of Dishonored Check - Closed Account

Dear [Name of Check Writer],

This letter serves as formal notice regarding the following check issued to [Your Name or Company Name]:

- **Check Number:** [Check Number]
- **Check Date:** [Date on Check]
- **Check Amount:** \$[Amount]
- **Reason for Dishonor:** Account Closed

The check listed above was presented for payment and was returned by the financial institution because the account was closed. Under the law, issuing a check on a closed account may be subject to both civil and criminal penalties.

DEMAND FOR PAYMENT

Demand is hereby made for the full amount of the check plus a returned check fee of \$[Fee Amount], for a total of **\$(Total Amount Due)**.

Please remit the total amount due within [Number, e.g., 10] days of the date of this letter. Payment must be made via **certified check, cashier's check, or money order**. Personal checks will not be accepted.

NOTICE OF INTENT TO LITIGATE

Failure to resolve this matter within the specified timeframe will result in immediate legal action. This may include filing a lawsuit to recover the debt, plus court costs, service fees, and statutory damages as permitted by law. We may also report this matter to local law enforcement or the District Attorney's office for investigation into the issuance of a check on a closed account.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]