

DATE: [Insert Date]

TO:

[Name of Check Writer]

[Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK

Dear [Name of Check Writer],

This letter serves as formal statutory notice that the following check issued by you has been dishonored:

- **Check Number:** [Insert Check Number]
- **Check Date:** [Insert Date on Check]
- **Check Amount:** \$[Insert Amount]
- **Payable To:** [Insert Your Name or Company Name]
- **Reason for Dishonor:** Account Closed

Your bank has returned this check because the account on which it was drawn is closed. Under applicable state law, you are hereby notified that you have [Insert Number, e.g., 10 or 30] days from the receipt of this notice to tender payment in full for the amount of the check plus a service charge of \$[Insert Amount of Returned Check Fee].

Payment must be made in the form of cash, certified check, or money order. Please deliver payment to the following address:

[Your Name/Company Name]

[Your Address]

[Your Phone Number]

Failure to settle this matter within the specified timeframe may result in further legal action, which may include the filing of a civil lawsuit for the amount of the check, court costs, and statutory damages, or the referral of this matter to local law enforcement for criminal prosecution.

Please give this matter your immediate attention.

Sincerely,

[Your Signature]

[Your Printed Name]