

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Date]

To:

[Name of Debtor]

[Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK AND STATUTORY PENALTY DEMAND

Dear [Name of Debtor],

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

Pursuant to [Insert State Statute Number, e.g., California Civil Code Section 1719], you are hereby notified that you have 30 days from the date this notice was mailed to pay the full amount of the check in cash or certified funds, plus a service charge of \$[Service Fee Amount].

Failure to pay the total amount of \$[Total Amount Due] within 30 days will entitle [Your Company Name] to seek the following legal remedies in court:

- The original amount of the check;
- A statutory penalty of three times the amount of the check (not less than \$[Minimum Penalty] and not more than \$[Maximum Penalty]);
- Court costs and reasonable attorney fees.

Please remit payment immediately to the following address:

[Your Company Name]

[Payment Address]

[City, State, Zip Code]

If you have any questions, please contact [Contact Person Name] at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]