

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: FORMAL NOTICE OF DISHONORED CHECK AND STATUTORY FINES

Dear [Recipient Name],

This letter serves as formal notice that check number [**Check Number**], dated [**Check Date**], in the amount of \$[**Amount**], made payable to [**Your Name/Company Name**], was returned by the bank unpaid due to [Reason: e.g., Insufficient Funds/Account Closed].

In accordance with state statutes, you are hereby notified that you have [**Number of Days, e.g., 30**] days from the receipt of this notice to tender payment in full for the amount of the check plus a returned check fee of \$[**Fee Amount**].

Failure to settle this debt within the specified timeframe may result in the following actions:

- Assessment of additional statutory damages/fines as permitted by law.
- Legal action to recover the full amount, including court costs and attorney fees.
- Reporting of this incident to law enforcement or credit bureaus.

Please remit the total amount of \$[**Total Amount Due**] immediately via certified check, money order, or cash to the address listed below:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

If you have already sent payment, please disregard this notice.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]