

DATE: [Current 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 notice that check number [Check Number], dated [Date on Check], in the amount of \$[Amount], payable to [Your Name or Company Name], was returned by [Bank Name] marked [Reason, e.g., Insufficient Funds/Account Closed].

Pursuant to [State] law, you are hereby given [Number of Days, e.g., 30] days from the date of this notice to tender payment in full for the amount of the check, plus a service charge of \$[Service Fee Amount].

Total Amount Due: \$[Total Amount]

Failure to pay the total amount due within the time period specified may result in further legal action. Under [State] Statute [Statute Number, if known], we may seek statutory damages totaling [Description of Penalties, e.g., triple the amount of the check], plus court costs and reasonable attorney fees.

Please remit payment immediately in the form of cash, money order, or certified check to the following address:

[Your Name/Company Name]

[Your Address]

[Your Phone Number]

Sincerely,

[Your Signature]

[Your Printed Name]