

Date: [Insert Date]

TO:

[Name of Maker/Drawer]

[Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO COLLECT STATUTORY FEES FOR DISHONORED CHECK

Dear [Name of Maker/Drawer],

This letter serves as formal notice regarding check number [**Check Number**], dated [**Date on Check**], in the amount of \$[**Amount of Check**], which was drawn on your account at [**Bank Name**] and made payable to [**Your Name or Business Name**].

This check was returned to us by the financial institution marked "Insignificant Funds," "Account Closed," or "Refer to Maker."

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

Failure to pay the total amount of \$[**Total Amount Due**] within the thirty-day period may result in legal action. Under state law, you may be held liable for the face value of the check plus treble damages (three times the amount of the check), which shall be no less than one hundred dollars (\$100) and no more than one thousand five hundred dollars (\$1,500), plus court costs.

Please remit payment immediately to the following address:

[Your Name/Business Name]

[Mailing Address]

[City, State, Zip Code]

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]