

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK AND DEMAND FOR PAYMENT

Dear [Recipient Name],

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

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

Failure to pay the total amount of \$[Total Base Amount] within the specified time frame may result in legal action to recover the following statutory damages as permitted by state law:

- The full face value of the check;
- A service charge of \$[Service Fee Amount];
- Statutory damages of [State Specific Multiplier, e.g., three times the amount of the check], totaling \$[Statutory Damage Amount];
- Legal interest, court costs, and reasonable attorney fees.

Please remit payment in the form of cash, cashier's check, or money order to the address listed above to resolve this matter immediately.

Sincerely,

[Your Signature]
[Your Printed Name]