

DATE: [Date]

TO:

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

RE: NOTICE OF DISHONORED CHECK AND INTENT TO INITIATE LEGAL PROCEEDINGS

Dear [Recipient Name],

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

Pursuant to state law, you are hereby given **[Number of Days, e.g., 10 or 30]** days from the receipt of this notice to tender payment in full for the amount of the check, plus a service charge of **[\$Service Fee Amount]**, for a total balance due of **[\$Total Amount]**.

Payment must be made in the form of cash, cashier's check, or money order and delivered to the following address:

[Your Name/Company Name]
[Your Mailing Address]
[City, State, Zip Code]

Failure to settle this debt within the timeframe specified above will result in the immediate commencement of legal proceedings against you. This may include, but is not limited to, filing a civil lawsuit to recover the check amount, statutory damages, court costs, and attorney fees, or referring this matter to the District Attorney's office for criminal prosecution.

Please govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]