

## FORMAL DEMAND FOR PAYMENT / NOTICE OF INTENT TO LITIGATE

Date: [Current Date]

To: [Debtor Name]  
[Debtor Address]  
[City, State, Zip Code]

Re: NOTICE OF DISHONORED CHECK

Dear [Debtor Name],

This letter serves as formal notice that check number [Check Number], dated [Check Date], in the amount of \$[Amount], drawn on [Bank Name] and made payable to [Your Name/Company Name], was returned by the financial institution marked "NSF" (Non-Sufficient Funds) or "Account Closed."

Pursuant to state law, you are hereby given notice to rectify this matter immediately. Demand is hereby made for the face amount of the check plus a returned check fee of \$[Fee Amount], for a total balance of \$[Total Amount Due].

Please remit the total amount due in the form of a cashier's check or money order to the following address within [Number, e.g., 10] days of the date of this letter:

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

Failure to resolve this debt within the timeframe specified will result in immediate legal action. This may include, but is not limited to, the filing of a civil lawsuit to recover the full amount of the check, court costs, attorney fees, and any applicable statutory damages allowed by law. We also reserve the right to report this matter to local law enforcement or the District Attorney's office for criminal prosecution under bad check statutes.

Govern yourself accordingly.

Sincerely,

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