

NOTICE OF INTENT TO FILE CIVIL ACTION FOR DISHONORED CHECK

Date: [Date]

To: [Name of Check Writer]
Address: [Address of Check Writer]
City, State, Zip: [City, State, Zip]

RE: DISHONORED CHECK NUMBER [Check Number]

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], drawn on [Bank Name] and payable to [Your Name/Company Name], was returned by the bank unpaid for the following reason: [Reason, e.g., Insufficient Funds/Account Closed].

Pursuant to [State Statute/Law], demand is hereby made for payment of the full amount of the check plus a service charge of \$[Amount of Service Fee], for a total demand of \$[Total Amount Due].

You have [Number of Days, e.g., 30] days from the date of this notice to remit payment in full via cash, cashier's check, or money order to the following address:

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

Failure to pay the total amount due within the time period specified may result in a civil legal action being filed against you in court. In such an action, you may be held liable for the original amount of the check, court costs, service of process fees, and statutory triple damages as permitted by law.

Please govern yourself accordingly.

Sincerely,

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