

Date: [Insert Date]

To: [Name of Debtor]

[Address Line 1]

[Address Line 2]

**RE: NOTICE OF INTENT TO PURSUE LEGAL ACTION FOR DISHONORED CHECK**

Dear [Name of Debtor],

This letter serves as formal notice regarding Check No. [Check Number], dated [Check Date], in the amount of \$[Amount], which was issued to [Your Name or Company Name].

Your bank has returned this check unpaid for the following reason: [e.g., Insufficient Funds / Account Closed].

To date, you have failed to make restitution for this dishonored check despite previous attempts to resolve this matter. Pursuant to [State/Local] law, you are hereby notified that you must pay the full amount of the check plus a returned check fee of \$[Fee Amount], for a total of \$[Total Amount Due].

Payment must be made in the form of a cashier's check, money order, or cash within [Number of Days, e.g., 10] days from the date of this notice.

Failure to remit payment by [Deadline Date] will result in immediate legal action. This may include filing a civil lawsuit to recover the amount of the check, court costs, attorney fees, and statutory damages, or reporting this matter to local law enforcement for criminal prosecution.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]