

## **URGENT NOTICE: NOTICE OF PENDING CIVIL LITIGATION**

Date: [Insert Date]

To: [Name of Debtor]

Address: [Debtor Address]

City, State, Zip: [City, State, Zip]

RE: NOTICE REGARDING CHECK #[Insert Check Number]

Dear [Name of Debtor],

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

Pursuant to [Insert State] State Law, you are hereby notified that if the full amount of the check, plus a returned check fee of \$[Insert Fee Amount], is not paid in full within [Insert Number, e.g., 10 or 30] days from the date of this notice, we intend to initiate civil litigation against you.

Legal action may result in a court judgment including, but not limited to:

- The original amount of the check;
- Statutory damages (where applicable by law);
- Court costs;
- Reasonable attorney's fees.

To avoid further legal action, please remit payment in the total amount of \$[Insert Total Amount] via certified check, money order, or cash to the address listed below.

Remit Payment To:

[Your Name/Company Name]

[Your Address]

[City, State, Zip]

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]