

**URGENT: FORMAL NOTICE BEFORE LEGAL ACTION**

Date: [Insert Date]

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

Re: Notice of Dishonored Check

Dear [Recipient Name],

This letter serves as formal notice regarding check number [Check Number], dated [Check Date], in the amount of \$[Amount], which was issued to [Your Name/Company Name].

On [Date Check Presented], this check was presented to [Bank Name] for payment. However, it was returned unpaid and marked "Non-Sufficient Funds" (NSF). To date, we have not received the funds owed.

Pursuant to state law, you are hereby requested to remit the full amount of the check, plus a returned check fee of \$[Fee Amount], for a total of \$[Total Amount Due].

Please provide payment in the form of a cashier's check, money order, or cash within [Number of Days, e.g., 10] days from the receipt of this notice. Payment should be delivered to the following address:

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

Failure to settle this debt within the specified timeframe will leave us with no choice but to pursue further legal remedies. This may include filing a civil lawsuit to recover the original amount, statutory damages, court costs, and reasonable attorney fees as permitted by law. We may also report this incident to the local District Attorney's office for investigation of criminal check fraud.

Please govern yourself accordingly and rectify this matter immediately to avoid litigation.

Sincerely,

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