

DATE: [Date of Mailing]

TO:

[Name of Check Writer]

[Address]

[City, State, Zip Code]

RE: STATUTORY NOTICE OF DISHONORED CHECK

Dear [Name of Check Writer],

You are hereby notified that a check numbered [Check Number], issued by you on [Date of Check], drawn upon [Name of Bank], and payable to [Your Name or Business Name] in the amount of \$[Amount of Check], has been dishonored. The bank has returned this check unpaid for the following reason: [Reason, e.g., Insufficient Funds/Account Closed].

This letter constitutes formal notice to you that you have [Number of Days, e.g., 15] days from the receipt of this notice to tender payment in full for the amount of the check plus a service charge of \$[Amount of Allowed Service Fee].

Total amount due: \$[Total Amount]

Payment must be made in the form of cash, certified check, or money order and delivered to the following address:

[Your Name/Business Name]

[Your Address]

[Your City, State, Zip Code]

Failure to pay the full amount within the time period specified above may result in further legal action. Under state law, we may be entitled to recover additional damages, including court costs, attorney fees, and treble (triple) damages as permitted by statute.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]