

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

[Date]

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

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

Dear [Recipient Name],

This letter serves as formal notice regarding check number #[Check Number], dated [Date on Check], in the amount of \$[Amount]. This check was presented for payment at [Bank Name] and was returned unpaid due to [Reason, e.g., Insufficient Funds/Account Closed].

To resolve this matter, you are required to pay the full face value of the check, plus a returned check fee of \$[Fee Amount], for a total balance of \$[Total Amount Due].

Please deliver the total amount due in the form of cash, cashier's check, or money order to our office no later than [Deadline Date, e.g., 10 days from receipt of this letter].

Failure to settle this debt by the specified date will leave us with no choice but to pursue further legal action. This may include filing a civil lawsuit to recover the funds, statutory damages, and court costs, or referring this matter to local law enforcement for criminal prosecution under state bad check laws.

Please govern yourself accordingly.

Sincerely,

[Your Signature]  
[Your Printed Name]