

DATE: [Insert Date]

TO:

[Name of Debtor/Business Name]

[Street Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO INITIATE LEGAL PROCEEDINGS FOR UNPAID CHECK

Dear [Name of Contact Person or Business Owner],

This letter serves as formal notice regarding Check Number [Insert Check Number] in the amount of \$[Insert Amount], dated [Insert Date], which was issued by [Name of Business] and made payable to [Your Name or Company Name].

The aforementioned check was presented for payment at [Insert Bank Name] but was returned unpaid due to [Reason, e.g., Insufficient Funds / Stop Payment / Account Closed].

To date, the balance of \$[Insert Amount] remains outstanding. Despite previous attempts to resolve this matter informally, we have not received the necessary funds.

DEMAND FOR PAYMENT:

We hereby demand that you remit the full amount of \$[Insert Amount], plus a returned check fee of \$[Insert Fee Amount, if applicable], for a total of \$[Insert Total Amount] no later than [Insert Deadline Date, e.g., 7 or 10 days from receipt of this letter].

Payment should be made via certified funds, cashier's check, or money order and sent to the following address:

[Your Company Name]

[Your Payment Address]

[City, State, Zip Code]

NOTICE OF LEGAL INTENT:

Failure to comply with this demand within the specified timeframe will result in immediate legal action. We reserve the right to pursue all available legal remedies, which may include filing a civil lawsuit to recover the debt, interest, court costs, and reasonable attorney fees as permitted by law. Additionally, we may report this default to the relevant credit bureaus.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Phone Number]