

## FORMAL DEMAND FOR PAYMENT

Date: [Date]

To: [Name of Debtor/Business Name]

Address: [Address of Debtor]

RE: NOTICE OF DISHONORED CHECK #[Check Number]

Dear [Name of Contact Person or Business Owner],

This letter serves as formal notice that check number [Check Number], dated [Date on Check], in the amount of \$[Amount], drawn on your account at [Name of Bank], was returned to us by the financial institution marked [Reason for Return, e.g., Insufficient Funds/Account Closed].

To date, this check remains unpaid. This communication is a formal demand for payment in full of the face value of the check, plus a returned check fee of \$[Fee Amount], for a total amount of **\$(Total Amount Due)**.

Please remit the total amount due within [Number, e.g., 10] days of the date of this letter. Payment must be made by certified check, cashier's check, or cash. Please deliver payment to the following address:

[Your Business Name]

[Your Address]

[City, State, Zip]

Failure to resolve this matter within the timeframe specified above will result in this account being referred to legal counsel for the commencement of litigation. Please be advised that in the event of a lawsuit, we may seek additional damages, court costs, and attorney's fees as permitted by state law.

We trust that you will give this matter your immediate attention to avoid further legal action.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]