

DATE: [Current Date]

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

TO:

[Name of Signer/Business Name]

[Street Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK

Dear [Name of Contact Person],

This letter serves as formal statutory notice that the following check issued by [Business Name] has been returned by the bank unpaid:

- **Check Number:** [Check #]
- **Check Date:** [Date on Check]
- **Check Amount:** \$[Amount]
- **Reason for Dishonor:** [e.g., Insufficient Funds / Account Closed]

Pursuant to [State Code/Statute Number, e.g., California Civil Code Section 1719], you are hereby notified that you have [Number of Days, e.g., 30] days from the date this notice was mailed to pay the full amount of the check in cash, or by certified check or money order.

In addition to the face value of the check, you are required to pay a service charge of \$[Amount of Fee allowed by state law].

Total Amount Due: \$[Total Amount]

Failure to remit payment in full within the specified time frame may result in further legal action to recover the amount of the check, plus treble damages (three times the amount of the check) up to a maximum of \$[State Limit], plus court costs and reasonable attorney fees as permitted by law.

Please deliver payment to the following address:

[Your Company Name]

[Your Payment Address]

[City, State, Zip Code]

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]