

DATE: [Insert Date]

TO:

[Name of Debtor]

[Address]

[City, State, Zip Code]

RE: NOTICE OF INTENT TO SUE FOR DISHONORED CHECK

Dear [Name of Debtor],

This letter serves as formal notice that check number [Check Number], dated [Date on Check], in the amount of \$[Amount], drawn on [Bank Name] and payable to [Your Name/Company Name], was returned by the bank marked "NSF" (Non-Sufficient Funds) or "Account Closed."

I have previously attempted to contact you regarding this matter, but the balance remains unpaid. According to state law, you are hereby notified that you have [Number of Days, e.g., 10 or 30] days from the receipt of this letter to tender payment in full for the face value of the check, plus a service charge of \$[Amount of Fee].

Payment must be made in the form of cash, certified check, or money order. Please deliver payment to the following address:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

Failure to settle this debt within the specified timeframe will result in immediate legal action. I intend to file a lawsuit against you to recover the original amount of the check, the service fee, court costs, and any additional statutory damages or attorney fees permitted by law.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]