

FINAL NOTICE PRIOR TO LEGAL ACTION

Date: [Insert Date]

To: [Debtor Name]
[Address Line 1]
[Address Line 2]

RE: NOTICE OF DISHONORED CHECK

Dear [Debtor Name],

This letter serves as our final formal demand for payment regarding check number [Check Number], dated [Check Date], in the amount of \$[Check Amount]. This check was returned by the bank marked "Non-Sufficient Funds" (NSF).

Despite our previous attempts to resolve this matter, we have not yet received the replacement funds or the associated service fee of \$[Fee Amount].

Total Amount Due: \$[Total Amount]

Please be advised that if we do not receive payment in full via cash, money order, or certified check within [Number of Days] days from the date of this letter, we will be forced to take further action. This may include:

- Referring this matter to a professional collection agency.
- Initiating legal proceedings in small claims court.
- Reporting the incident to local law enforcement or the District Attorney's office.

Please remit payment immediately to the following address:

[Your Company Name]
[Your Payment Address]

We hope to resolve this matter amicably and immediately to avoid further costs and legal consequences.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Phone Number]