

## **URGENT: NOTICE OF DISHONORED CHECK / INTENT TO SUE**

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as formal notice regarding a check issued by you which has been returned by the bank unpaid.

### **Check Details:**

- Check Number: [Insert Check Number]
- Date of Check: [Insert Date on Check]
- Amount: \$[Insert Amount]
- Reason for Dishonor: [e.g., Non-Sufficient Funds / Account Closed]

Pursuant to state law, you are hereby requested to make payment in full to cover the amount of the dishonored check, plus a service charge of \$[Insert Amount of NSF Fee], for a total amount due of **\$[Insert Total Amount]**.

Please remit the total amount via certified check, money order, or cash to the address listed below within [Insert Number, e.g., 10 or 30] days of the date of this notice.

Failure to settle this debt within the specified timeframe will leave me with no alternative but to pursue legal action. This may include filing a civil lawsuit to recover the check amount, interest, court costs, and statutory damages as permitted by law. Additionally, this matter may be referred to the local District Attorney's office for criminal prosecution.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your Phone Number]