

**DATE:** [Current Date]

**TO:**

[Name of Drawer/Maker]

[Address]

[City, State, Zip Code]

**RE: NOTICE OF DISHONORED CHECK**

Dear [Name of Drawer/Maker],

This letter serves as formal notice that a check held by [Your Name/Company Name], numbered [Check Number] and dated [Date on Check], in the amount of \$[Amount], drawn on [Name of Bank], has been dishonored and returned by the bank for the following reason: [Reason, e.g., Insufficient Funds/Account Closed].

Pursuant to [State Statute Number, if applicable], you are hereby given [Number of Days, e.g., 10 or 30] days from the receipt of this notice to tender payment in full for the amount of the check, plus a service charge of \$[Amount of Allowed Fee].

Total amount due: \$[Total Amount]

Payment must be made in the form of cash, cashier's check, or money order and delivered to the following address:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

Failure to pay the full amount within the time period specified above may result in further legal action, which may include the filing of a civil lawsuit for the amount of the check, court costs, attorney fees, and/or treble damages as permitted by law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]