

## **FINAL NOTICE PRIOR TO CRIMINAL PROSECUTION**

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

City, State, Zip: [City, State, Zip]

RE: DISHONORED CHECK # [Check Number]

Dear [Recipient Name],

This letter serves as formal and final notice regarding the check you issued to [Your Name/Company Name] on [Date Check was Written] in the amount of \$[Amount].

The aforementioned check was returned by the bank unpaid due to [Reason: e.g., Insufficient Funds / Account Closed]. Despite previous attempts to resolve this matter, the balance remains unpaid.

### **DEMAND FOR PAYMENT**

You are hereby instructed to pay the full face value of the check (\$[Amount]) plus a returned check fee of \$[Fee Amount], for a total of \$[Total Amount Due].

Payment must be made in the form of **cash, cashier's check, or money order** and delivered to our office no later than [Number of Days, e.g., 5] business days from the date of this letter.

### **NOTICE OF PENDING LEGAL ACTION**

Failure to settle this debt within the specified timeframe will result in the immediate referral of this matter to the [Local District Attorney's Office / Police Department] for criminal prosecution under [State/Local Statute Name, e.g., Penal Code regarding Worthless Checks]. Additionally, we reserve the right to pursue a civil lawsuit to recover damages, court costs, and attorney fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]