

DATE: [Insert Date]

TO:

[Name of Maker]

[Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK AND FINAL DEMAND FOR PAYMENT

Dear [Name of Maker],

This letter serves as formal notice that the following check issued by you has been returned by the financial institution unpaid:

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

You are hereby notified that the above-listed check has not been paid. This is a **FINAL DEMAND** for payment in full of the face value of the check, plus a service charge of \$[Insert Amount of Legal Fee], for a total amount due of **#[Insert Total Amount]**.

You have [Insert Number, e.g., 10] days from the date of this notice to tender payment in full via **cash, cashier's check, or money order**. Payment should be delivered to the following address:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

Failure to settle this debt within the timeframe specified will leave me with no alternative but to refer this matter to the [Insert Local District Attorney or Police Department] for criminal prosecution under the statutes regarding the issuance of worthless checks. Additionally, I reserve the right to pursue civil action for treble damages, court costs, and attorney fees as permitted by law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]