

## FINAL NOTICE PRIOR TO LEGAL ACTION

Date: [Insert Date]

To: [Name of Recipient]

Address: [Recipient Address]

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

### RE: Notice of Dishonored Check and Intent to Prosecute

Dear [Recipient Name],

This letter serves as formal notice that check number [Check Number], dated [Date on Check], in the amount of \$[Amount], payable to [Payee Name], was returned by your financial institution marked "Non-Sufficient Funds" (NSF).

Despite previous attempts to resolve this matter, the balance remains unpaid. This is your FINAL NOTICE to remit payment in full. You are hereby requested to pay the face value of the check plus a returned check fee of \$[Fee Amount], for a total amount of \$[Total Amount Due].

Payment must be made via **certified check, money order, or cash** within [Number of Days, e.g., 10] days of the date of this letter. Payments should be delivered to the following address:

[Payment Address]

[City, State, Zip]

Failure to settle this debt within the specified timeframe will result in immediate legal action. Please be advised that passing a check with insufficient funds is a violation of state law. We reserve the right to refer this matter to the District Attorney's office or local law enforcement for criminal prosecution and/or file a civil lawsuit to recover the debt, plus court costs and legal fees.

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]

[Your Phone Number]