

DATE: [Insert Date]

TO:

[Name of Debtor]

[Address Line 1]

[Address Line 2]

RE: PRE-PROSECUTION FINAL NOTICE / NOTICE OF DISHONORED CHECK

Dear [Name of Debtor],

This letter serves as formal and final notice regarding check number [Check Number], dated [Check Date], in the amount of \$[Amount], which was issued to [Your Name/Company Name].

The aforementioned check was presented for payment but was returned by [Bank Name] unpaid due to [Reason, e.g., Insufficient Funds/Account Closed].

To avoid further legal action, you are hereby requested to remit the full amount of the check, plus a service fee of \$[Fee Amount], for a total of \$[Total Amount Due]. Payment must be made in the form of a cashier's check, money order, or cash within [Number of Days, e.g., 10] days of the date of this letter.

Failure to settle this debt within the specified timeframe will result in this matter being referred to the District Attorney's Office or local law enforcement for criminal prosecution under [State/Local Statute]. Additionally, we reserve the right to pursue civil litigation to recover the debt, court costs, and attorney fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]