

Date: [Insert Date]

TO: [Name of Debtor]

ADDRESS: [Debtor Address Line 1]

[Debtor Address Line 2]

RE: FINAL DEMAND FOR PAYMENT - DISHONORED CHECK #[Insert Check Number]

Dear [Name of Debtor],

This letter serves as formal notice regarding your check number [Insert Number] dated [Insert Date] in the amount of \$[Insert Amount], which was returned by the bank unpaid due to [Reason, e.g., Insufficient Funds/Account Closed].

To rectify this matter immediately and avoid further legal action, you are hereby required to substitute the dishonored check with a wire transfer for the full amount plus a returned check fee of \$[Insert Fee Amount], totaling \$[Insert Total Amount].

Please use the following wiring instructions:

Bank Name: [Insert Your Bank Name]

Account Name: [Insert Your Account Name]

Routing Number: [Insert Routing Number]

Account Number: [Insert Account Number]

Swift/BIC (if applicable): [Insert Code]

Failure to complete this wire transfer within [Number of Days, e.g., 5] business days from the date of this letter will result in the immediate escalation of this matter. This may include filing a formal complaint with local law enforcement for the issuance of a bad check and/or initiating a civil lawsuit to recover the funds, interest, and legal costs.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Number]