

Date: [Insert Date]

TO:

[Name of Check Writer]

[Address]

[City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT OF DISHONORED CHECK

Dear [Name of Check Writer],

This letter serves as formal notice that check number [Check Number], dated [Date on Check], in the amount of \$[Amount], payable to [Your Name/Company Name], was returned by [Bank Name] marked "Insignificant Funds" or "Account Closed."

This is your final notice. We demand that you make payment in full for the face value of the check, plus a returned check fee of \$[Fee Amount], for a total amount due of **\$(Total Amount)**.

Payment must be made in the form of cash, cashier's check, or money order and delivered to the address listed below 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 further legal action, which may include filing a civil lawsuit or reporting this matter to local law enforcement authorities for criminal prosecution under state bad check laws.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Business Name, if applicable]

[Your Phone Number]

[Your Address]