

Date: [Insert Date]

To:

[Name of Check Writer]

[Address]

[City, State, Zip Code]

RE: NOTICE 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], drawn on [Name of Bank] and made payable to [Your Name/Company Name], was returned by the financial institution marked "Insufficient Funds" or "Account Closed."

Pursuant to state law, demand is hereby made for payment of the full amount of the check plus a service charge of \$[Amount of Fee], for a total balance due of \$[Total Amount].

Please remit the total amount of \$[Total Amount] in the form of cash, cashier's check, or money order to the following address within [Number of Days, e.g., 10 or 30] days of the date of this notice:

[Your Name/Company Name]

[Your Mailing Address]

[City, State, Zip Code]

Failure to pay the full amount within the specified timeframe may result in further legal action, including the filing of a civil lawsuit to recover the amount of the check, court costs, attorney fees, and potential treble damages as permitted by law. We also reserve the right to report this matter to local law enforcement or the District Attorney's office.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]