

Date: [Insert Date]

TO:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: FINAL DEMAND FOR PAYMENT OF DISHONORED CHECK

Dear [Recipient Name],

This letter serves as formal notice that check number [Check Number], dated [Check Date], in the amount of \$[Amount], payable to [Your Name/Company Name], was returned by the bank unpaid due to [Reason, e.g., Insufficient Funds].

Despite previous attempts to resolve this matter, we have yet to receive the replacement funds. This is your final notice.

You are hereby demanded to pay the full amount of \$[Amount], plus a returned check fee of \$[Fee Amount], for a total of **[\$Total Amount]**. Payment must be made via **Cashier's Check or Money Order** only. Personal checks will no longer be accepted.

Please deliver the payment to the following address within [Number] days of the date of this letter:

[Your Name/Company Name]

[Payment Address]

[City, State, Zip Code]

Failure to provide the total amount due by [Deadline Date] will result in immediate further action, which may include filing a formal complaint with the District Attorney's office or initiating a civil lawsuit to recover the balance, plus applicable court costs and legal fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]