

DATE: [Current Date]

TO:

[Name of Debtor]

[Address Line 1]

[Address Line 2]

RE: NOTICE OF DISHONORED CHECK AND DEMAND FOR PAYMENT

Dear [Name of Debtor],

This letter serves as formal notice that the check described below, which was issued by you and made payable to [Your Name or Company Name], has been returned by the bank unpaid due to [Reason, e.g., Insufficient Funds/Account Closed].

- **Check Number:** [Check Number]
- **Check Date:** [Date on Check]
- **Check Amount:** \$[Amount]

Pursuant to [State/Local] law, demand is hereby made for the payment of the full amount of the check plus a returned check fee of \$[Amount of Fee], for a total balance due of **\$(Total Amount)**.

You are hereby requested to remit the total amount due within [Number, e.g., 10] days from the date of this notice. Payment must be made via **Certified Cashier's Check** or **Money Order** only. Personal checks will no longer be accepted.

Please deliver the payment to the following address:

[Your Name/Company Name]

[Payment Mailing Address]

[City, State, Zip Code]

Failure to resolve this matter within the specified timeframe may result in further legal action, which may include civil litigation or the referral of this matter to the District Attorney's office for prosecution.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]