

DATE: [Insert Date]

TO:

[Recipient Name/Business Name]

[Recipient Address]

[City, State, Zip Code]

RE: FORMAL DEMAND FOR PAYMENT - DISHONORED CHECK

Dear [Recipient Name],

This letter serves as formal notice regarding a check issued by you, details of which are provided below:

- **Check Number:** [Insert Check Number]
- **Check Date:** [Insert Date on Check]
- **Check Amount:** \$[Insert Amount]
- **Reason for Dishonor:** [e.g., Insufficient Funds / Account Closed / Stop Payment]

The aforementioned check was presented for payment and was returned unpaid by the financial institution. Under applicable laws, you are hereby requested to rectify this matter immediately.

DEMAND FOR CASHIER REMITTANCE

To resolve this issue and avoid further legal action, you are required to remit the full amount of **[\$[Insert Total Amount, including any permitted bank fees]**. Please note that payment must be made via **Cashier's Check, Money Order, or Certified Funds** only. Personal or business checks will not be accepted for this settlement.

Payment should be delivered to the following address within [Insert Number, e.g., 10] business days from the date of this letter:

[Your Name/Company Name]

[Your Payment Mailing Address]

[City, State, Zip Code]

Failure to remit the full amount by the deadline specified above will leave us with no choice but to pursue formal legal remedies. This may include filing a civil lawsuit for the original amount plus damages, interest, and legal fees, or referring this matter to the local District Attorney's office for investigation of check fraud.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]