

DATE: [Current Date]

TO:

[Name of Payor]

[Address Line 1]

[Address Line 2]

RE: NOTICE OF DISHONORED CHECK AND FORMAL DEMAND FOR PAYMENT

Dear [Name of Payor],

This letter serves as formal notice that the following check issued by you has been dishonored by [Name of Bank] for the reason of [Insufficient Funds / Closed Account / Stop Payment].

- **Check Number:** [Check #]
- **Check Date:** [Date on Check]
- **Check Amount:** \$[Amount]
- **Payable To:** [Your Name or Company Name]

Pursuant to state law, you are hereby notified that the above-listed check was not honored. Demand is hereby made for payment in full of the face amount of the check, plus a service charge of \$[Amount of Fee], for a total amount due of \$[**Total Amount**].

Please remit the total amount due in the form of a **cashier's check or money order** to the following address within [Number, 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 settle this matter within the specified timeframe will result in further legal action. This may include, but is not limited to, the commencement of a civil lawsuit to recover the check amount, interest, court costs, and statutory damages as permitted by law. We may also refer this matter to local law enforcement or the District Attorney's office for criminal prosecution.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]