

DATE: [Insert Date]

TO:

[Name of Check Writer]

[Street Address]

[City, State, Zip Code]

RE: NOTICE OF DISHONORED CHECK AND DEMAND FOR PAYMENT

Dear [Name of Check Writer],

This letter serves as formal notice that check number [Check Number], dated [Date on Check], in the amount of \$[Original Amount], payable to [Your Name/Company Name], was returned by [Bank Name] unpaid for the following reason: [Reason, e.g., Insufficient Funds/Account Closed].

Pursuant to [Insert State Statute Number, if known], you are hereby notified that you have [Number of Days, e.g., 30] days from the receipt of this notice to tender payment in full for the amount of the check, plus a service charge of \$[Amount of Service Fee].

Total Amount Due Now: \$[Total Amount]

Failure to pay the full amount within the time period specified above may result in legal action to recover the following statutory penalties:

- The original amount of the check;
- Applicable service charges and bank fees;
- Statutory damages of up to [Insert Multiplier, e.g., treble damages] the face value of the check;
- Court costs and reasonable attorney fees.

Please remit payment in the form of cash, certified check, or money order to the following address:

[Your Name/Company Name]

[Your Mailing Address]

[City, State, Zip Code]

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]