

**DATE:** [Insert Date]

**TO:**

[Name of Maker/Payor]

[Street Address]

[City, State, Zip Code]

**RE: NOTICE OF DISHONORED CHECK AND DEMAND FOR PAYMENT**

Dear [Name of Maker/Payor],

This letter serves as formal notice that the following check issued by you has been returned by the bank unpaid:

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

Pursuant to [Insert State Statute Number, e.g., California Civil Code Section 1719], you are hereby notified that you have thirty (30) days from the date of this notice to pay the full amount of the check in cash or by certified funds, plus a service charge of \$[Insert Amount, e.g., \$25.00].

Failure to pay the total amount of \$[Insert Total Amount] within thirty (30) days may result in legal action to recover the amount of the check, a service charge, and **treble damages** (three times the amount of the check). Treble damages shall be no less than \$[Insert Minimum, e.g., \$100.00] and no more than \$[Insert Maximum, e.g., \$1,500.00], plus any applicable court costs and legal fees.

Please remit payment immediately to the following address:

[Your Name or Business Name]

[Your Mailing Address]

[City, State, Zip Code]

If you have any questions regarding this matter, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]