

Notice of Dishonored Check

Date: _____, 20 _____

To: _____

RE: Dishonored Check

Dear _____ :

Please be advised that payment on your check # _____, dated _____, 20 _____, in the amount of \$ _____, has been refused by your bank, _____, of _____, City of _____, State of _____. We have verified with your bank that there are insufficient funds to pay the check.

Therefore, we request that you immediately replace this check with cash or a certified check for the amount of the bad check and an additional \$ _____ as our service charge.

Unless we receive such payment within ten (10) days from the date of this letter, or such further time as may be allowed by state law, we will immediately commence appropriate legal action for recovery of our funds. Please be advised that such legal proceedings may substantially increase the amount owed to us and may include prejudgment interest and legal and court costs.

Upon receipt of payment, we will return your check to you. Thank you for your prompt response to this serious matter.

Very truly,

Signature

Printed Name