

SAMPLE CERTIFIED "DEMAND" LETTER

DATE:

NAME OF CHECK WRITER

ADDRESS OF CHECK WRITER

DEAR HOT CHECK WRITER:

"THIS IS A DEMAND FOR PAYMENT IN FULL FOR A CHECK OR ORDER NOT PAID BECAUSE OF A LACK OF FUNDS OR INSUFFICIENT FUNDS. IF YOU FAIL TO MAKE PAYMENT IN FULL WITHIN 10 DAYS AFTER THE DATE OF RECEIPT OF THIS NOTICE, THE FAILURE TO PAY CREATES A PRESUMPTION FOR COMMITTING AN OFFENSE, AND THIS MATTER MAY BE REFERRED FOR CRIMINAL PROSECUTION."

YOUR CHECK NUMBER _____ TENDERED TO _____
(BUSINESS OR INDIVIDUAL) FOR (DESCRIBE MERCHANDISE OR SERVICE) _____

IN THE AMOUNT OF \$_____ WAS RETURNED BY YOUR BANK FOR THE FOLLOWING REASON:
(EXAMPLE INSUFFICIENT FUNDS OR ACCOUNT CLOSED) _____

IF THE CHECK AMOUNT PLUS ANY APPLICABLE SERVICE CHARGE, IS NOT MADE GOOD AT THE LOCATION SHOWN BELOW WITHIN TEN DAYS OF THE RECEIPT OF THIS LETTER, IT IS OUR INTENTION TO FILE A THEFT REPORT WITH LAW ENFORCEMENT. PAYMENT MUST BE MADE BY CASHIERS CHECK OR MONEY ORDER ONLY.

YOUR IMMEDIATE AND MOST SERIOUS ATTENTION TO THIS MATTER WOULD BE APPRECIATED.

SINCERELY,

NAME OF MERCHANT OR INDIVIDUAL: _____

ADDRESS OF MERCHANT OR INDIVIDUAL: _____

SENT BY CERTIFIED MAIL, RETURN RECEIPT # _____