

INSERT LETTERHEAD HERE

April 4, 2014

*John Doe
1212 Example Street
Olivia, MN 56277*

Dear *John*,

Enclosed you will find a Notice and Demand for Payment of Dishonored Check form and a copy of the check that was written by you to *Example Business / Person*. The check you provided for payment was not honored by your bank.

Upon receipt of this notice, you are hereby notified that you have five (5) business days to remit payment for the check. The amount you are required to submit includes the check that was presented in the amount of \$123.45 and *an additional \$30.00 service charge* for a total of \$153.45.

If the check and service charge are not paid in full within five (5) business days, the matter will be forwarded to either the local Municipal City Attorney's Office or the Renville County Attorney's Office for criminal prosecution of Issuance of Worthless Checks per Minnesota State Statute 609.535.

Should you have a legal reason for non-payment of this check, or if you have any questions or concerns, please feel free to contact me at (320) 555-1212.

Sincerely,

*My Title and Name
Name of Business, if applicable*