

EXAMPLE FOR 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 THIS BUSINESS FOR 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 A SERVICE CHARGE OF \$30.00, FOR A TOTAL AMOUNT DUE OF: \$_____, IS NOT MADE GOOD AT THE LOCATION SHOWN BELOW WITHIN TEN DAYS OF THE RECEIPT OF THIS LETTER, IT IS OUR INTENTION THAT THE CHECK WILL BE REFERRED TO THE COMAL COUNTY CRIMINAL DISTRICT ATTORNEY'S OFFICE FOR PROSECUTION. PAYMENT MUST BE MADE BY CASHIERS CHECK OR MONEY ORDER ONLY. PAYMENTS IN CASH SHOULD BE MADE IN PERSON ONLY.

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

SINCERELY,

NAME OF MERCHANT
ADDRESS OF MERCHANT

SENT BY CERTIFIED MAIL, RETURN RECEIPT # _____

MERCHANTS:

{CERTIFIED MAIL SERVICE WITH RETURN RECEIPT REQUESTED IS SUFFICIENT. IT IS NOT NECESSARY TO PAY FOR RESTRICTED DELIVERY**

****YOU CAN ALSO SEND A COPY BY REGULAR FIRST CLASS MAIL.}**