

August 14, 2025

[Check Writer]

[Address Line 1]

[Address Line 2]

RE: Bad Check #[\_\_\_\_\_]

Dear [Check Writer]:

You are hereby notified that a check, numbered [####] in the amount of \$[\_\_\_\_\_], issued by you on [MM]/[SS]/[YYYY] drawn upon [Name of Bank], and payable to [Victim/Company Name], has been dishonored. You have fifteen (15) days from receipt of this notice to tender payment of the full amount of such check plus a service charge of \$[\_\_\_\_], making the total amount to be honored \$[\_\_\_\_\_].

Unless this amount is paid in full within the time specified above, the dishonored check and all other available information relative to this incident may be turned over to the Criminal Justice Services Department, or furthermore the respective law enforcement agency and the 21<sup>st</sup> Judicial District Attorney's Office, for investigation and potential prosecution review.

Closing,

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[Victim Name]

[Address Line 1]

[Address Line 2]