

BAD CHECK NOTICE

Date: _____

To:

Dear Sir or Madam:

A check drawn by you has been returned to us unpaid because of insufficient funds.
The check is described below:

Check number: _____

Date of check: _____

The check was drawn of the following bank: _____

The check is made payable to: _____

The check is signed by: _____

We request that, no later than _____ (date), you replace this check with cash
payment in the amount of \$_____ plus a return check fee of \$_____ .

Please send your payment in the total amount of \$_____ to the undersigned
at the address given below. We appreciate your prompt attention to this matter. Please
contact us at () ____ - _____ if you have any questions.

Sincerely,

