

SAMPLE NOTICE LETTER

Merchant Co.
P.O. Box xyz
Alice, Texas 78333

DATE

Mr. John Doe
123 Main St.
Alice, Texas 78332

CM/RRR# _____

Re: Returned "NSF" Check

Dear Mr. Doe,

Check number 0000 which you presented to me for *[item(s) purchased]* on September 10, 20XX in the amount of \$1,500.00 has been returned by your bank marked "NSF".

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.

Therefore, you have 10 business days from receipt of this letter to make full payment for this check in the form of cash, money order, or certified check or this matter will be referred to the 79th Judicial District Attorney's Office.

Sincerely,

Notta Victim
Merchant Co.