

SAMPLE LETTER FOR MERCHANT ON NSF CHECK

Date: _____

_____ (Check Signer's name)

_____ (Address on check)

_____ (City, State, Zip Code)

Re: _____ (Check number)

_____ (Amount of check)

_____ (Date of check)

Dear _____ (check writer's name),

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.

Sincerely,

(Your name)