

The following form letter may be duplicated on your company or personal letterhead stationary or you may use the attached form.

DATE: _____

TO: _____

I hereby give you notice that a check, No. _____, dated the _____ day of _____, 20____, drawn by you on the _____ Bank of _____, _____, in the amount of \$ _____ has been dishonored by non-payment.

Unless the amount due thereon, together with interest and protest fees (if any), is paid to the holder within five days after receipt of this notice, such legal action as may be necessary will be taken.

Signature (Holder of Check)

