

[ABC COMPANY LETTERHEAD]

(DATE)

TO: _____

Certified Mail No. _____

Re: Worthless Check Number: _____
Payable to ABC Company

Dear _____:

You are hereby notified that check number _____, in the face amount of \$ _____ issued by you on or about _____, 20____, drawn upon _____ (Bank Name) _____ and payable to ABC Company has been dishonored. Pursuant to Florida law, you have thirty (30) days from receipt of this notice to tender payment in cash of the full amount of the check, plus a service charge of \$25.00, if the face value does not exceed \$50.00, \$30.00, if the face value exceeds \$50.00 but does not exceed \$300.00, \$40.00, if the face value exceeds \$300.00, or 5% of the face amount of the check, whichever is greater, the total amount due being \$ _____.

Unless the above-stated amount is paid in full within the thirty-day period, the holder of the check may file a civil action against you for three (3) times the amount of the check, but in no case less than \$50.00, in addition to the payment of the check plus any court costs, reasonable attorneys' fees, and any bank fees incurred by the payee in taking the action.

In addition to the above, you are notified (as required by Section 832.07, Florida Statutes), that we may turn over the dishonored checks and all other available information relating to this incident to the State Attorney for criminal prosecution, if we do not receive payment of the above-stated amount within seven (7) days of your receipt of this notice.

Please govern yourself accordingly.

Sincerely,

ABC COMPANY

By: _____
Credit Manager