

EXAMPLE OF THE 10-DAY DEMAND LETTER

(BLANK FORM ATTACHED)

Mr./Mrs. Hot Check Writer  
1234 Easy Money Street  
Theft City, State, Zip Code

Your check(s) has/have been rejected by the \_\_\_\_\_ Bank of \_\_\_\_\_ and marked insufficient funds.

**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.**

Please make restitution of:

Ck #   1   \$ 10.00 plus a \$30.00 return check fee  
Ck #   2   \$ 20.00 plus a \$30.00 return check fee  
Ck #  66  \$ 15.00 plus a \$30.00 return check fee  
Ck #  24  \$ 20.00 plus a \$30.00 return check fee  
Ck # \_\_\_\_\_ \$ \_\_\_\_\_ plus a \$30.00 return check fee  
Ck # \_\_\_\_\_ \$ \_\_\_\_\_ plus a \$30.00 return check fee

Total due: \$ 185.00 by cash, cashier's check or money order. Neither personal checks nor partial restitution will be accepted.

If you have any questions, please contact our office at 817-555-5555.

Sincerely,

\_\_\_\_\_  
Merchant

Mr./Mrs. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Your check(s) has/have been rejected by the \_\_\_\_\_ Bank of \_\_\_\_\_ and marked insufficient funds.

**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.**

Please make restitution of:

Ck # \_\_\_\_\_ \$ \_\_\_\_\_ plus a \$30.00 return check fee

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Total due: \$ \_\_\_\_\_ by cash, cashier's check or money order. Neither personal checks nor partial restitution will be accepted.

If you have any questions, please contact our office at \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Merchant