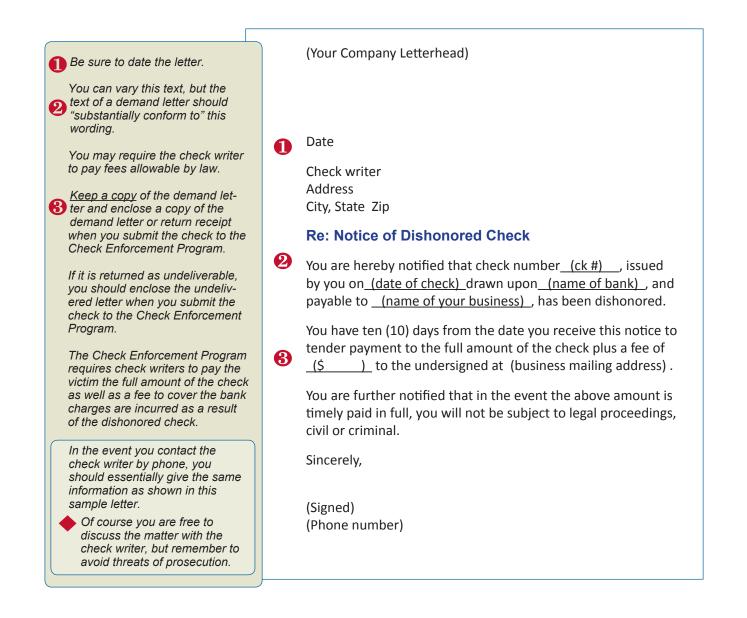
Sample Demand Letter

Victims of dishonored checks are required to make at least one attempt to notify a check writer **by certified mail**, to demand payment of a dishonored check that is returned because of Insufficient Funds. **The check writer must then be given ten (10) days to respond.** If, after that time, the matter has not been resolved, the check can be referred to the Check Enforcement Program. See the Program Guidelines for more details on referring a check.

The sample demand letter below is suitable to send the check writer. The language of the letter conforms to the requirements of the District Attorney's Office.

Note: Victims of dishonored checks must not make any threats of prosecution (written or oral) to enforce or enhance the collection or honoring of the check.



Kennebec County District Attorney's Check Enforcement Program We will do our best to make sure your dishonored check(s) are handled promptly and efficiently. If you have questions about the Program or any of the dishonored checks you have referred, contact us at the phone or internet address below.