

Sample Fill-in-the-Blank Notice Letter

Mr. Check Writer
3233 Bad Boy Avenue
Anywhere, TX 12345

Re: NSF check

Dear Mr. Writer:

The check you presented for the purchase of _____ on
date _____, drawn on _____ bank name _____ in the amount of \$ _____,
has been returned by your bank marked NSF.

This is a demand for payment in full of that check. If you fail to make payment in full within 10 days after the receipt of this notice, the failure to pay creates a legal presumption that an offense against the laws of the State of Texas was committed, and this matter may be referred for prosecution.

Therefore, you have 10 business days from the date of the your receipt of this letter to present payment in the form of cash, money order, or certified check, or the matter will be referred to the Criminal District Attorney for Collin County.

Sincerely,