

**“NOTICE OF DISHONOR”
SAMPLE LETTER**

Your Name
Your Street Address
City, State and ZIP code

Date:

John Doe
Street Address
City, State and ZIP code

Dear Sir/Madam:

This is to advise you that check # _____, issued by you and dated _____, drawn on (name of bank) and made payable to (your name or business name) in the amount of \$ _____ has been dishonored for lack of funds (or whatever reason the bank provides).

This letter is notice of dishonor pursuant to MRSA Title 17A , Sec. 708. If payment is not received within ten (10) days of receipt of this notice, appropriate criminal proceedings will be sought.

Sincerely,

Your signature.