

# Your Company Letterhead

Maker of the check

Dear Bookkeeping:

You are hereby notified that a check numbered \_\_, issued by you on \_\_, drawn upon \_\_, payable to . in the sum of \$ \_\_\_\_\_, has been dishonored. Pursuant to Florida Statutes, Chapter 68.065, you have 30 days from receipt of this notice to tender payment in cash or cash equivalent, of the full amount plus 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, \$ 40.00 or 5% of the face value of the check whichever is greater. The total amount being \$ \_\_\_\_\_.

Unless this amount is paid in full within the 30-day period, the holder of the check may turn over the dishonored check and all available information relating to this incident to the State Attorney for criminal prosecution. You may be additionally liable in a civil action for triple the amount of the check, but in no case less than 50.00 together with the amount of the check, a service charge, court costs, reasonable attorney fees and incurred bank fees, as provided by Florida statute 68.065.

Payment should be made in cash or cash equivalent, made payable to \_\_\_\_\_ and made to this office at \_\_\_\_\_ within the time specified above.

By copy of this letter we are notifying our attorney to establish a file for follow up in thirty days. At that time further action will commence without notice if the worthless check is not redeemed for the face value plus accrued penalties. Suit will be for \$ \_\_\_\_\_ plus penalties, costs and fees.

Sincerely,

Wm. Slager  
your company name

Enc:  
cc: attorney

Certified:  
Regular Mail: