

SAMPLE CERTIFIED LETTER

The following is an example of a certified letter which sets forth the information that must be included:

(Merchant/Business Name)

(Address)

(Telephone Number)

CERTIFIED MAIL

DATE: _____

CHECK #: _____

CHECK SIGNED BY: _____

DATE WRITTEN: _____

RETURNED CHECK FEE \$ _____

AMOUNT OF CHECK \$ _____

TOTAL AMOUNT OWED \$ _____

DEAR (CHECK WRITER'S NAME):

THIS IS YOUR FINAL NOTICE REGARDING THE CHECK(S) WRITTEN TO (BUSINESS NAME). IF WE DO NOT RECEIVE THE TOTAL AMOUNT BY (DATE), YOUR CHECK(S) WILL BE SUBMITTED TO THE WALKER COUNTY CRIMINAL DISTRICT ATTORNEY'S OFFICE WHERE YOU WILL THEN BE PROCESSED IN THE WALKER COUNTY CRIMINAL COURTS. IF YOU HAVE QUESTIONS, PLEASE CONTACT THE PERSON LISTED BELOW IMMEDIATELY.

“THIS IS A DEMAND FOR PAYMENT IN FULL FOR A CHECK(S) OR ORDER NOT PAID BECAUSE OF 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.”

THE EXACT CASH AMOUNT MUST BE BROUGHT TO (BUSINESS NAME). NO PERSONAL CHECK(S) WILL BE ACCEPTED. PAYMENT CAN ALSO BE MADE IN FULL BY MONEY ORDER. IF PAYING BY MONEY ORDER, YOU MAY MAIL TO THE ADDRESS LISTED ABOVE, BUT IT MUST BE RECEIVED BY THE DUE DATE LISTED. ATTACH THIS LETTER TO YOUR PAYMENT.

THANK YOU,

(OWNER OR MANAGER NAME)