

# DEMAND FOR PAYMENT

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Dear \_\_\_\_\_,

Your check number \_\_\_\_\_, drawn on \_\_\_\_\_,  
dated \_\_\_\_\_, and made payable to \_\_\_\_\_,  
in the amount of \$\_\_\_\_\_ has been returned by the bank marked \_\_\_\_\_.

The total amount due is \$\_\_\_\_\_, which includes a \$\_\_\_\_\_ service charge.

“This is a demand for payment in full for a check or order not paid because of a 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.”