

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

\_\_\_\_\_  
(Name of check writer)

\_\_\_\_\_  
(Address)

Dear \_\_\_\_\_:

The check you wrote, dated \_\_\_\_\_, in the amount of \$ \_\_\_\_\_, which was made payable to \_\_\_\_\_ was returned by \_\_\_\_\_ (name of bank) because \_\_\_\_\_ (account was closed OR the account had insufficient funds).

Unless full payment of the check is received by cash or money order within 30 days of the date of mailing this demand, together with \$ \_\_\_\_\_ (amount charged by your bank to process the bad check, not to exceed \$25 for the first bad check or \$35 for each subsequent bad check), and \$ \_\_\_\_\_ for the cost of mailing this demand letter by certified mail, I will file suit against you in Small Claims Court.

The claim will request damages for the amount of the check, \$ \_\_\_\_\_, plus \$ \_\_\_\_\_ in statutory damages equal to three times the amount of the check (calculated by assessing a minimum penalty of \$100 up to a maximum of \$1,500, pursuant to Civil code Section 1719), for a total claim of \$ \_\_\_\_\_ against you.

You may wish to consult a lawyer to discuss your legal rights and responsibilities.

Please send your payment to:

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Your Address

\_\_\_\_\_  
Your Signature