

DATE

PERSON SIGNING CHECK  
ADDRESS ON CHECK OR BEST KNOWN ADDRESS

RE: Returned Check # INSERT CHECK NUMBER(S)

Dear

The check which you presented to PAYEE dated INSERT DATE drawn on the INSERT NAME OF BANK in the amount of INSERT AMOUNT has been returned by your bank REASON FOR RETURN.

**This is a demand for payment in full for a check 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.**

Therefore, you have 10 business days from receipt of this letter to present payment in the form of cash, money order or certified check for this check or the matter will be referred to the Tarrant County Criminal District Attorney's Office.

Sincerely,

PROVIDE ADDRESS FOR PAYMENT  
AND CONTACT INFORMATION  
FOR PAYEE