

Notice of Dishonor (Sample Letter)

Date

Check Writer
Address
City, State Zip

Dear Check Writer:

You are hereby given notice and demand is made for payment of the full amount of the check (see attachment), and any merchant fee as authorized by the Texas Business & Commerce Code Section 3.506, within ten (10) days of your receipt of this letter. Payment must be made in cash, money order or a certified check. Do not send cash through the mail.
The total amount owed is \$ _____.

If you fail to pay the total amount within ten (10) days, this check will be forwarded to the County Attorney's Office for collection. Once that occurs, I can no longer accept any payment from you. The County Attorney Office will collect the full amount of the check, any merchant fee and a County Attorney fee. This is a demand for payment in full for a check not paid because of lack of funds or insufficient funds, the failure to pay created a presumption for committing an offense, and this matter maybe referred for criminal prosecution. If you fail to pay the full amount owed within the stated time period, you are subject to arrest and detainment in the County Jail.

Sincerely,

(Sample Letter)