

Sample of "Statutory Notice"

Date:

Total Amt. Due: \$

To: Name
Address

RE: Ten Day Notice

Dear:

You are hereby notified that check numbered _____ in the face amount of \$ _____ Issued by you on _____ drawn upon _____ Bank/Credit Union, and payable to _____, has been dishonored. Pursuant to Indiana law you have 10 days from receipt of this notice to tender payment of the full amount of the check, plus a service charge. Unless this amount is paid in full within the time specified above, we may turn over the dishonored check and all other available information relative to this incident to the Whitley County Prosecution Attorney for potential criminal prosecution.

Please make arrangements to pay the sum of \$ _____, (the face value of the check and the penalty or protest fees charged) within ten (10) days from receipt of this Notice. Payment must be made with cash, certified check, or money order to the individual stated below.

This is the **last** notice you will receive from the undersigned.

Payment **must** be made with cash, certified check, or money order.

Sincerely,

Name:

Address: