

SAMPLE DEMAND LETTER
To be sent Certified Mail

Your Name
Your Address

Date

Name of Check Writer
Address

Dear _____:

Check number (s) _____ dated: _____ have been returned by the bank marked

- NSF Non-Sufficient Funds
- Account Closed
- Other _____

Please remit payment in cash, cashier's check or money order in the amount of \$ _____ which includes a return check fee of \$ _____. Please remit within ten (10) days of this letter.

If full payment is not received by (insert date ten (10) days from date of your letter), the matter will be submitted to the District Attorney for prosecution.

Please mail or bring payment in full to: (your address). **Please do not mail cash.**

Thank you for your prompt attention to this matter.

Sincerely,

Your Name