

Hot Check Notice Letter

Date

Check Writer (Insert Name),
Address

RE: Returned Check # (Insert Check #)

Check Writer (Insert Name),

The check which you presented to _____, dated _____,
drawn on the (Insert Name of Bank) in the amount of (Insert Check Amount) has been returned
by your bank for insufficient funds.

**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 Van Zandt County Criminal District Attorney's Office.

Please send payment to: (Insert Name, Address, and Contact Info for Payee)

Sincerely,