

ALABAMA

[DATE]

[NAME OF ISSUER],

You are notified that a check numbered _____, issued by you on _____ (date), drawn upon _____, (name of bank), in the amount of \$ _____, and payable to XYZ CORPORATION, has been dishonored. Under Alabama law, you are required to tender payment for the full amount of the check plus a service charge of * _____, the total amount due being \$ _____. Unless this amount is paid in full within a year of the date on the dishonored check, XYZ CORPORATION may file a civil action against you for actual and punitive damages, plus reasonable attorney's fees incurred by XYZ CORPORATION in taking the action

***Service Fee**

YEAR	SERVICE FEE
2001	\$28
2002	\$29
2003 ->	\$30 (capped)

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]