

CALIFORNIA

[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 California law, you have thirty days from receipt and acceptance of this notice to tender payment for the full amount of the check plus a service charge of \$25.00 (\$35.00 for any subsequent checks), the total amount due being \$ _____. Unless this amount is paid in full within the thirty-day period, XYZ CORPORATION may file a civil action against you for three times the amount of the check or \$100, whichever is greater, but not more than \$1,500, plus any mailing fees, court costs and reasonable attorney's fees incurred by the payee in taking the action.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

