

COLORADO

[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 Colorado law, you have fifteen days from the mailing of this notice to tender payment for the full amount of the check, plus actual damages, the total amount due being \$ _____. Unless this amount is paid in full within the fifteen-day period, XYZ CORPORATION may file a civil action against you for three times the amount of the check, but not less than \$100.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

