

FLORIDA

[DATE]

[NAME OF ISSUER],

You are notified that a check numbered _____ in the face amount of \$_____ issued by you on _____ (date), drawn upon _____ (name of bank), and payable to XYZ CORPORATION, has been dishonored. Under Florida law, you have 30 days from receipt of this notice to tender payment in cash 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 the thirty-day period, XYZ CORPORATION may file a civil action against you for three times the amount of the check, but in no case, less than \$50.00, plus full payment of the check and all court costs, reasonable attorney's fees, and bank fees incurred by XYZ CORPORATION in taking the action.

*** Service Charge**

AMOUNT OF THE CHECK	SERVICE CHARGE
Exceeds \$300.00	5% or \$40.00, whichever is greater
\$51-\$299.00	\$30.00
\$0- \$50. 00	\$25.00

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]