

GEORGIA

[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 Georgia law, you have ten days from receipt of this notice to tender payment for the full amount of the check plus a service charge of \$30.00 or 5 % of the face amount of the check or instrument, whichever is greater, plus the amount of any fees charged to XYZ CORPORATION by a bank or financial institution as a result of the instrument not being honored, the total amount due being \$_____. Unless this amount is paid in full within the ten-day period, XYZ CORPORATION may file a civil suit against you for two times the amount of the check or instrument, but in no case, more than \$500.00, plus full payment of the check or instrument and any court costs incurred by XYZ CORPORATION in taking the action.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

