

**ILLINOIS**

[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 Illinois law, you have thirty days from receipt of this notice to tender payment in full for the check, a service charge of \$25.00 and interest on the check (Under 815 ILCS 205/4), 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 \$100.00, whichever is greater, but not more than \$1,500.00, plus any court costs and reasonable attorney fees incurred by XYZ CORPORATION in taking the action.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

