

INDIANA

[DATE]

[NAME OF ISSUER],

Pursuant to the law of Indiana, 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 Indiana law, you have ten days from the postmarked date on this notice to tender full payment for the check, plus any service charges incurred, the total amount due being \$ _____. Unless this amount is paid in full within the ten-day period, XYZ CORPORATION may file a civil action against you for three times the amount of the check, but not more than \$500.00, plus interest on the face value of the check at 18% per year, costs and reasonable attorney's fees incurred by XYZ CORPORATION in taking such action.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

