

IOWA

[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 Iowa's law, you have thirty days from receipt of this notice to tender payment in full for the check plus a service charge of \$20.00 or 5% of the face amount of the check, whichever is greater, but not more than \$250.00, 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 \$500.00.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

