

KANSAS

[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 Kansas law, you have fourteen days from receipt of this notice to tender payment in full for the check and any service charges that have been incurred, the total amount due being \$ _____. Unless this amount is paid in full on or before _____ (fourteenth day after delivery of the notice), 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, plus interest on the check, court costs and reasonable attorney's fees incurred by XYZ CORPORATION in taking the action.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ CORPORATION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

