

LOUISIANA

[DATE]

[NAME OF ISSUER]

You are hereby notified that a check numbered _____, issued by you on _____ (date), drawn upon _____, (name of bank), in the amount of \$_____, and payable to _____, has been dishonored. Under Louisiana law, you have fifteen working days from receipt of this notice to tender payment in full for the check plus a service charge of \$25.00 or 5% of the face amount of the check, whichever is greater, the total amount due being \$_____. Unless this amount is paid in full within the fifteen-working-day period, XYZ CORPORATION may file a civil action against you for two times the amount of the check or \$100.00, whichever is greater, plus any court costs and reasonable attorney's fees incurred by XYZ CORPORATION in taking the action.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

