

**MAINE**

[DATE]

[NAME OF ISSUER],

Your check, draft or order made payable to XYZ CORPORATION in the amount of \$\_\_\_\_\_ has not been accepted for payment by \_\_\_\_\_, which is the drawee bank designated on your check. The check is dated \_\_\_\_\_ and it is numbered \_\_\_\_\_.

You are CAUTIONED that unless you pay the amount of this check within 10 days after the date this letter is postmarked, you may have to pay the following additional costs:

1. Attorney's fees;
2. Service costs;
3. Processing charges;
4. Interest; and
5. A penalty not to exceed \$50.00.

You are advised to make prompt payment to XYZ CORPORATION at the following address to avoid further liability:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]