

**MASSACHUSETTS\***

**\*Must be written in both the English and Spanish languages.**

[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 Massachusetts law, you have thirty days from receipt of this notice to tender payment in full, 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 the check and damages. Such damages will be determined by the court and will not be less than \$100.00 or more than \$500.00.

Warning: YOU MAY BE SUED 30 DAYS AFTER THE DATE OF THIS NOTICE IF YOU DO NOT MAKE PAYMENT

Last Known Residence/Address \_\_\_\_\_

Your check/draft/order in the amount of \$ \_\_\_\_\_, dated \_\_\_\_\_, payable to the order of \_\_\_\_\_ has been dishonored by the bank or another depository upon which it has been drawn because:

- The maker had no account with such bank/depository
- The maker had insufficient funds on deposit

If you do not make payment within 30 days of the above date, you may be sued to recover payment. If a judgment is rendered against you in court, it will include not only the original face amount of the check, but also additional damages, not less than \$100 but not more than \$500.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ CORPORATION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

**MA ST 93 40a**