

MICHIGAN

[DATE]

[NAME OF ISSUER],

A check, draft or order for payment of money drawn by you for \$_____ was returned to XYZ CORPORATION dishonored for:

Insufficient funds

No account

This notice is a formal demand for payment for the full amount of the dishonored check, draft, or order plus a processing fee of \$25.00, the total amount being \$_____. If you pay this total amount within seven days, excluding weekends and holidays, after the date this notice was mailed, no further civil action will be taken against you. If you do not pay the \$_____ within seven days, but within 30 days after the date this notice was mailed, you must pay the amount of the dishonored check, draft or order, plus a \$35.00 processing fee, for a total amount of \$_____, and no further civil action will be taken against you. If you fail to pay either amount indicated above, XYZ CORPORATION will be authorized by state law to bring a civil action against you to determine your legal responsibility for payment of the check, draft, or order and civil damages and costs allowed by law.

A maker who fails to make payment and who is found responsible for payment in a civil action is liable to the payee for payment of all the following:

- (a) The full amount of the check, draft, or order; and
- (b) Civil damages of 2 times the amount of the dishonored check, draft, or order or \$100.00, whichever is greater; and
- (c) Costs of \$250.00.

If you dispute the dishonoring of this check, draft or order, you should also contact your bank or financial institution immediately.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ CORPORATION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]