

MISSOURI

[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 Missouri law, you have thirty days from receipt of this notice to make full payment of the check, 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 three times the amount of the check or \$100.00, whichever is greater, but not more than \$500.00, plus attorney's fees incurred by XYZ CORPORATION in taking the action. XYZ CORPORATION may also recover reasonable attorney's fees incurred in bringing this action.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

