

**MONTANA**

[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 Montana law, you have ten days from receipt of this notice to tender payment for the full amount of such check, draft or order, plus a reasonable service charge of no more than \$30.00, the total amount due being \$ \_\_\_\_\_. Unless this amount is paid in full within the ten-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 may not exceed the value of the check by more than \$500.00.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

