

**NEVADA**

[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 Nevada law, you have thirty days from the postmarked date of this notice to tender payment for the full amount of such check, plus a service charge of \$30.00, 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.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

