

NEW HAMPSHIRE

[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 New Hampshire law, you have ten days from receipt of this notice to tender payment for the full amount of such check, plus any fees and costs incurred by XYZ CORPORATION, the total amount due being \$_____. Failure to pay this amount in full within the ten-day period to XYZ CORPORATION may result in a fine of \$10.00 per business day beginning on the eleventh day the debt remains unpaid, the total amount of the fine will not exceed \$500.00.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

