

**NEW MEXICO\***

[DATE]

[NAME OF ISSUER],

TO: [Last Known Address}  
Deliver to Addressee Only

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 Mexico law, you have ten days from receipt of this notice to tender payment for the full amount of such check, 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 not more than \$500.00 of the amount of the check.

Sincerely,

[YOUR NAME]  
[YOUR TITLE]  
[XYZ COPORTTION]  
[ADDRESS]  
[YOUR PHONE NUMBER]  
[YOUREMAIL@YOURCOMPANY.COM]

**\*Request return receipt from recipient.**

