

NORTH DAKOTA

[DATE]

[NAME OF ISSUER]

[STREET ADDRESS]

[CITY AND STATE]

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 returned unpaid with the notation the payment has been refused because of insufficient funds. Within ten days from the receipt of this notice, you must pay or tender to XYZ CORPORATION 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 twenty-day period, XYZ CORPORATION may file a civil action against you for three times the amount of the check or \$200.00, whichever is less.

Under North Dakota law, you may also be subject to the following penal provisions:

<u>Penalty</u>	<u>Amount of Insufficient Fund:</u>
Infraction	< \$50
Class B Misdemeanor	\$50 - \$250
Class A Misdemeanor	\$250 - \$500
Class C Felony	> \$500

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]