

OHIO

[DATE]

[NAME OF ISSUER],

You are notified that a check numbered _____ in the face amount of \$_____ issued by you on _____(date), drawn on _____ (name of bank), in the amount of \$_____, and payable to XYZ CORPORATION, has been dishonored. Under Ohio law, you have 30 days from receipt of this notice to tender payment in cash for the full amount of the check plus a service charge* of \$_____, the total amount due being \$_____. Unless this amount is paid in full within the 30-day period, XYZ CORPORATION may file a civil action against you for the for above amount, plus any court costs and reasonable attorney's fees incurred by XYZ CORPORATION in taking the action.

* Service Charge Calculation:

AMOUNT OF THE CHECK	SERVICE CHARGE
\$0- \$50.00	\$50
\$51-\$100	\$100
\$101 +	\$150

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]