

OREGON

[DATE]

[NAME OF ISSUER],

In Oregon, the notice sent to the customer should contain the following:

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 Oregon law, you have thirty days from receipt and acceptance of this notice to tender payment in full for the amount of the check, plus a service charge of \$25.00, 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 more than the amount for which the check was drawn, plus attorney's fees incurred by XYZ CORPORATION in taking the action.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

