

PENNSYLVANIA

[DATE]

[NAME OF ISSUER],

In Pennsylvania, 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 Pennsylvania law, you have ten days from receipt and acceptance of this notice to tender payment in full for the amount of the check, plus a service charge of not more than \$50.00, 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, plus interest at the legal rate of 6% on the face amount of the check, but not more than \$500.00 greater than the value of the check, plus attorney's fees incurred by XYZ CORPORATION in taking the action.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ CORPORATION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

42 PA CSA 8304

18 PA CSA 4105

