

SOUTH CAROLINA

[DATE]

[NAME OF ISSUER],

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 South Carolina law, you have thirty days from the postmarked date on 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 the lesser of \$500 or 3x the amount of the check, plus court costs and reasonable 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]

