

**SOUTH DAKOTA**

[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 Dakota law, you have ten days to pay the amount of the check, plus all reasonable costs and expenses of collection, including payment for the full amount of the check, plus any service charges incurred, 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. In no case, shall the liability for damages be less than \$100 nor greater than \$200. You may also be liable for court costs, filing fees and interest computed at the legal rate (12%) from the date of the check.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

