

**TENNESSEE**

[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 Tennessee law, you have thirty days from receipt and acceptance of this notice to tender payment for the full amount of the check, the 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, plus interest at 10% per year, service charges from financial institutions, court costs, and attorney's fees incurred by XYZ CORPORATION in taking the action, but the amount awarded in addition to the face value of the check may not exceed \$500.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

