

VERMONT

[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 Vermont law, you have thirty days from receipt and acceptance of this notice to tender payment for the full amount of the check, bank fees, and mailing costs incurred by XYZ CORPORATION, the total amount due being \$_____. Unless this amount is paid in full within thirty days of the postmark on this notice, XYZ CORPORATION may file a civil action against you for damages up to \$50.00, plus costs of servicing the returned check, bank fees, interest, and 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]

