

VIRGINIA

[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 Virginia law, you have thirty days from receipt and acceptance of this notice to tender payment for the full amount of the check and a service fee of \$50.00, 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 2x the amount charged more than the authorized amount or \$50 plus the excess of the authorized amount, up to \$250.00, plus interest at 6% per year, service charges from financial institutions, court costs, 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]

