

WASHINGTON

[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 Washington law, you have twenty days from the date of the dishonored check to tender payment in full for the amount of the check, plus a service fee of \$40.00 or the face value of the check, whichever is less and 12% interest per annum, the total amount due being \$ _____. Unless this amount is paid in full within the twenty-day period, XYZ CORPORATION may file a civil action against you for three times the amount of the check, not to exceed \$300.00, and reasonable attorney's fees.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

