

**WEST VIRGINIA**

[DATE]

[NAME OF ISSUER]

[STREET ADDRESS]

[CITY AND STATE]

**NOTICE OF DISHONORED CHECK**

Pursuant to West Virginia law, you are hereby notified that a check or instrument numbered \_\_\_\_\_ and dated \_\_\_\_\_ 20\_\_\_\_, drawn on \_\_\_\_\_ (bank or other financial institution) of \_\_\_\_\_, in the amount of \$\_\_\_\_\_ has been returned unpaid with the notation that the payment has been refused because of insufficient funds. This is a demand for payment in full for a check plus a \$25 service fee or order not paid because of a lack of funds or insufficient funds. If you fail to make payment in full to XYZ CORPORATION within 10 days after the date of receipt of this notice, the failure to pay creates a presumption for committing an offense and this matter may be referred for criminal prosecution.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]