

WISCONSIN

[DATE]

[NAME OF ISSUER],

You are hereby 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 Wisconsin law, you have twenty days from the postmark on this notice to tender payment in full for the amount of the check, the 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 and attorney's fees with the total for exemplary damages and reasonable attorney's fees not to exceed \$500.00.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ CORPORATION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

