

WYOMING

[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 Wyoming law, you have thirty days from the postmarked date on this notice to tender payment in full for the amount of the check, plus a service fee of \$30.00, 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 three times the amount of the check, not less than \$100.00, plus a collection fee of \$30 and court costs incurred by XYZ CORPORATION in taking this action.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[XYZ COPORTTION]

[ADDRESS]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

