

**SAMPLE: 10 DAY DEMAND LETTER**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Dear** \_\_\_\_\_,

Your check number \_\_\_\_\_ dated \_\_\_\_\_ made payable to  
\_\_\_\_\_ in the amount of \$ \_\_\_\_\_ drawn  
on the \_\_\_\_\_ Bank in the City of \_\_\_\_\_

State of \_\_\_\_\_, has been refused payment for the following reason:

- \_\_\_\_\_ **Insufficient Funds**
- \_\_\_\_\_ **Account Closed**
- \_\_\_\_\_ **No Account**
- \_\_\_\_\_ **Unable to locate**
- \_\_\_\_\_ **Other** \_\_\_\_\_

If the above described check is not redeemed in full within ten (10) days from the **POSTMARK** of this letter, it will be referred to the Fourth Judicial District, District Attorney's Office for Prosecution.

The law also provides that a \$25.00 fee be paid to us for each worthless check, to cover our cost and inconvenience.

Yours truly,

(Merchant/Holder)