

SAMPLE NOTICE LETTER

Name

Address

City, State Zip

RE: Returned "NSF" or Account Closed

Dear Mr./Ms. _____:

The check(s) which you presented me for (*items purchased*) which you (*Date*), drawn on (*bank account*) in the amount of \$ _____, has been returned by your bank marked, "NSF" OR "ACCOUNT CLOSED".

This is a demand for payment in full of those checks. If you fail to make payment in full within 10 days of receipt of this notice, the failure to pay creates a legal presumption that an offense against the law of the State of Texas was committed, and this matter may be referred for prosecution.

Therefore, you have 10 business days from the date of this letter to present payment in the form of cash, money order, or certified check, or the matter will be referred to the Criminal District Attorney for Webb County.

Sincerely,

