

## Bad Check Notice-Final Notice

Date:

Dear Sir or Madam:

Your check # \_\_\_\_\_, dated \_\_\_\_\_, drawn by you for \$ \_\_\_\_\_, and payable to \_\_\_\_\_ was been returned by your bank or financial institution unpaid. They stated the cause was for insufficient funds.

We requested you replace that check two weeks ago. Time is of the essence for you to do so now; otherwise, we will be forced to sue for collection in Small Claims Court, and you will be assessed those charges as well. Therefore, to prevent this from happening, please replace your check immediately with cash, credit card, or a bank check for the original amount of the check plus the standard return check fee of \$\_\_\_\_\_, for a total amount of \_\_\_\_\_.

After receipt of your replacement payment, we will return your old check. When you make the replacement payment, your old check will be returned to you.

Please forward your payment to the above address. Please either bring your payment to us today or send it out today. Thank you for your prompt attention to this matter of concern to both of us.

Best regards,

\_\_\_\_\_  
Individual or Company Representative

Enc. Copy of Check

## Bad Check Notice-Final Notice Review List

This review list is provided to inform you about this document in question and assist you in its preparation. This is, in part, a sales letter. A bad check indicates someone living on the edge. They made an effort to pay but just did not have the financial resources to make good on the payment. This undoubtedly means they are under pressure and squeezed in general. Your letter should encourage them to put you at the top of their list, ahead of other creditors, who may be pressing for payment as well.

Most insufficient fund checks are made good. Therefore, if you play your cards right, you can have the check writer both pay the amount to you and be grateful to you for your reasonableness. This is the card was played out in the last notice. Since you didn't get paid on the first notice, you must now go to plan B, the Final Notice, threatening collection in Small Claims Court.

1. Sign the letter
2. Your debt is now in trouble. You should press quickly for collection now.
3. Use the separate file you kept after the first notice to prepare your Small Claims claim. You should keep several on hand and fill them out in a group, once a month or per quarter, depending on the number of these issues you have. Just the act of filing the claim usually gets the bill collected in just over 50% of the cases. If you must go to court, better to do so with a group of these so you do not spend an inordinate amount of time on them.
4. If this is a larger amount than small claims court allows, then turn the matter over to the police for criminal action at this stage, and replace the wording above to reflect that—if they do not respond in 10 days. If you are concerned about this step, which you may well be, discuss it with your attorney.