**Demand Letter**

 February 5, 2020

 FIRST CLASS MAIL – 1 copy

 CERTIFIED MAIL - 1 copy

Dear :

On , you wrote check no. to in the amount of $. This check has been drawn on your account at and returned unpaid because of insufficient funds or account closed.

This is a demand for payment in full for a check or order not paid because of a lack of funds or insufficient funds. If you fail to make payment in full within 10 days after the date of receipt of this notice, the failure to pay creates a presumption for committing an offense, and this matter may be referred for criminal prosecution.

Demand is made for payment of $, plus a $30.00 collection fee, for a total of $. If payment is not received by my office within 10 days of the date on the top of this letter, we will proceed with criminal prosecution through the County Attorney’s Office.

 Sincerely yours,