

Date _____

Notice for Demand of Payment

Dear _____,

This letter is to serve as notice that your check # _____ in the amount of \$ _____ was returned by your bank for the following reason(s):

You must pay the amount of the check, plus a \$ _____ returned check fee for a total of \$ _____ by _____, 20____. If you do not pay this amount, in full, by this date, we will be forced to turn this matter over to the Plain City Police Department for Criminal Prosecution under section 2913.11 (A) of the Ohio Revised Code or similar ordinance. Please contact us to avoid further action. Your prompt attention concerning this matter is appreciated.

Sincerely,

(Business Name)

(Address)

(Business Phone Number)