

## SAMPLE LETTER

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

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Re: NOTICE OF NONPAYMENT ON A DISHONORED CHECK AND DEMAND FOR PAYMENT**

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

You are hereby notified that check #(s) \_\_\_\_\_ , in the amount(s) of \_\_\_\_\_ , and dated \_\_\_\_\_ , drawn on Bank/Credit Union \_\_\_\_\_ , which you issued at my business and made payable to \_\_\_\_\_ has been returned unpaid with the notation that payment has been refused because of \_\_\_\_\_ . If you do not make full payment to the address below within five (5) days, we will be forced to take legal action on this matter, which could include a referral to the District Attorney's Office.

Remit to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check Amount(s):** \_\_\_\_\_

**Service charge(s):** \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_

NOTE: Section 943.24(1) or (2) of the Criminal Code of the State of Wisconsin provides that if a check is not paid within five (5) days of Notice of Dishonor, such failure shall constitute prima facie evidence of intent to issue a worthless check.