

DATE _____

Dear _____,

Check # _____, which you presented to our company on _____ drawn on the _____ Bank in the amount of \$ _____ has been returned marked:

- Insufficient Funds
- Account Closed
- Other _____

You have ten (10) days from the receipt of this letter to present full payment in the form of cash, cashier's check or money order or this matter will be filed with the Llano County Attorney's office for the purpose of criminal prosecution.

Check Amount \$ _____

Returned Check fee \$ _____

Certified Mail fee \$ _____
(if applicable)

Total Amount Due \$ _____

Once this matter has been filed with the County Attorney you will no longer be able to pay our company directly.

Sincerely,

