

# SAMPLE - 10 DAY LETTER

DATE

Name/Address

Dear \_\_\_\_\_:

Your check made payable to \_\_\_\_\_ in the amount of  
(merchant)  
\$ \_\_\_\_\_, dated \_\_\_\_\_, drawn on the bank of  
(amount of check) (date of check)

\_\_\_\_\_, \_\_\_\_\_, has been refused for payment  
(Name of Bank) (Town/State bank located)

by the drawee for the following reasons:

Insufficient Funds \_\_\_\_\_ Account Closed \_\_\_\_\_ Other \_\_\_\_\_  
(reason)

If the above-described check is not redeemed in full within ten (10) days from the receipt of this letter, it will be turned over to the Bossier Parish District Attorney's Office for prosecution.

Yours truly,

Merchant