

() _____ - _____ **Phone**

() _____ - _____ **Fax**

_____, 20__

To: _____

Re: *Check No.* _____, *dated* _____ *in the amount of \$* _____.
Check No. _____, *dated* _____ *in the amount of \$* _____.
Check No. _____, *dated* _____ *in the amount of \$* _____.

Dear _____:

The above referenced check(s) has been returned by your bank.

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 of within ten (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.

Therefore, you have ten (10) business days from receipt of this letter to present payment in the form of cash, money order, or cashier's check for the check(s) listed above or the matter will be referred to the Burnet County Attorney's Office for prosecution.

There will also be an additional \$30.00 charge for each returned check, please include this in your payment.

Sincerely,
