

WORTHLESS CHECK LETTER

DATE: _____

TO: _____

You are hereby notified that your check # _____ drawn on the _____ day of _____, 200____, payable to _____ in the amount of \$ _____ has been returned to us by your bank for the reason of _____.

This letter is to notify you that under the laws of the State of Kansas, you have seven (7) days after the receipt of this notice to pay the face amount of said check plus a \$30.00 handling charge, totaling \$ _____ directly to the undersigned. We would request that your remittance be in the form of a cashier's check or money order.

If you fail to do so, the check will be turned over to the Osage County Attorney's Office for criminal prosecution.

Sincerely,

(Sign Name)

(Name of Business)

(Address of Business)

(City, State, and Zip Code)