

10-DAY COURTESY NOTICE LETTER

[Business Name]

[Address]

[City, State, Zip]

Date:

[Defendant]

[Address]

[City, State, Zip]

Reference: Check Number: _____, Dated: _____ Bank: [Name of institution],
Amount: [\$Xxx.xx], Written to [Name of Business]

Dear [Mr. Mrs. Ms.] [Last Name],

The above listed check has been returned to us by your bank marked, "insufficient funds (or other reason). "Pursuant to NRS 205.130, issuing or passing a check, knowing that there are not sufficient funds in the account to pay the check, is a criminal offense.

This letter constitutes your ten-(10) day written notice that your check was returned unpaid. Unless you make restitution on this check by [date: 10 day later], we will submit this matter to the Carson City District Attorney's Office for legal action as provided by Nevada law.

Restitution within the next ten (10) days shall be made directly to the undersigned.

Sincerely,

[Business Owner]

[Business Name]

[Address]

[City, State, Zip]