

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

You are hereby notified that a check or instrument numbered \_\_\_\_\_ and issued by you on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the amount of \$\_\_\_\_\_, has been dishonored. Pursuant to Georgia Law, you have ten (10) days from receipt of this notice to tender payment of the full amount of the check or instrument, plus a service charge of \$\_\_\_\_\_. Unless this amount is paid in full within the specified time above, the holder of this check or instrument may turn over the dishonored check or instrument, and all other available information relating to this incident, to the district attorney, solicitor, or Magistrate Court for criminal prosecution.

Thank you,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Business

\_\_\_\_\_  
Address

Phone