

SAMPLE LETTER

Date: _____

Name
PO
City, State, Zip

RE: Worthless Check

Dear (Name):

We have received a worthless check issued by you on (date). This check was written in the amount of \$_____ and was returned by the bank with the notation: NSF / ACCOUNT CLOSED.

This letter is written at the request of the District Attorney in compliance with Section 943.24(1) of the Wisconsin Statutes, and payment is hereby demanded within five (5) days after your receipt of this letter.

If payment is not received, the check along with a copy of this letter will be given to the Trempealeau County District Attorney's Office for the issuance of a criminal complaint.

Sincerely,

Your Name Business
P.O. Box
City, State, Zip