

SAMPLE 10 DAY NOTICE LETTER

You can use this document as a template for your 10 day notice letter. Replace the italicized words below with information that is appropriate to your situation.

Dear: (*Check Writer*)

In accordance with Ohio Revised Code Section 2913.11, you are hereby notified that your check (*list check #, or #'s of bad checks*), dated (*date check(s) was/were written*), in the amount of (*amount of check(s)*) has been dishonored by your bank (*list bank name from check*). In accordance with Section 2913.11, you are required to pay or satisfy this said check in full within ten (10) days after receiving this notice of dishonor.

Please remit full payment, to include a return check fee of (*you can charge up to \$30 per check*), to the following location listed below. Payment shall be accepted in the form of cash or a cashier's check only. No partial payments will be accepted.

Total of all checks: (<u><i>Insert \$ amount</i></u>)	Remit payment to:
Check Fee(s): (<u><i>Insert total fees</i></u>)	(<i>Your name</i>)
Total Owed: (<u><i>Insert total including fees</i></u>)	(<i>Your address</i>)
	(<i>Your city, state, zip</i>)

Any questions contact: (*Contact name*)

Phone #: (*Contact phone #*)

(*Your signature*)