

(SAMPLE LETTER FOR MERCHANT)

Date: _____

Certified Mail No.: _____

Name of Check Writer: _____

Address of Check Writer: _____

City, State and Zip Code: _____

Re: Worthless Check(s) # _____ in the amount of _____ made payable to _____.

Dear _____:

This is to advise you that the check(s) which you issued to this business was returned by your bank as “account closed/insufficient funds”.

It is hereby demanded that you pay the check(s) in full within ten (10) days. If you do not pay the check(s), it is presumed under New Mexico law that you issued the check(s) with the intent to defraud. If the worthless check(s) is (are) not paid within the stated period, this matter will be presented to the District Attorney’s Office immediately for purposes of prosecution.

Please pay in full, the amount of this check, plus a \$_____ processing fee, directly to _____ by money order or cashier’s check by _____ (date).

Sincerely,

(Your Signature)

cc: To person issuing check at any other address
(Non-certified mail)