

Notice of Dishonor Template

John Q. Citizen
123 Main Street
Anywhere, USA 12345

Dear Mr. Citizen,

This letter is to inform you that a check, draft, or order by you and made payable to _____, in the amount of \$_____, has not been accepted for payment by _____.

Name of Drawee's Bank

This check is dated _____ and numbered _____. This letter serves as your official notice for demand of payment. You are advised that unless this matter is resolved and the amount owed is not paid within 10 days after receipt of this letter, the case will be forwarded to the Kittery Police Department for criminal prosecution. If found guilty, you may also be required to pay restitution to the victim.

You are advised to make payment in cash to: _____ at the

Following address: _____.

This letter is both your Notice of Non-Payment pursuant to **Title 14 M.R.S.A. § 6073** and Notice of Dishonor, pursuant to **Title 17-A M.R.S.A. § 708**. If payment is not received within the time limit set forth above, appropriate legal action will be initiated.

Sincerely,
