

**This letter needs to be sent by Certified Mail, once the Certified Mail receipt is returned to you either claimed or unclaimed please take that with the copy of the returned check and any other documents to the Phillips County Sheriff's Office to be processed. They will forward the report to our office to be prosecuted. Once we have the charges ready our office with contact you to sign the Affidavit.**

## **7 day letter with service charge example**

Date

Name of party that wrote bad check

Address

Town, state, zip

RE:      Insufficient funds check

Dear \_\_\_\_\_:

You are hereby notified that your check, check # 5153 dated June 10, 2013 to place of business, in the amount of \$179.00 has been returned due to insufficient funds. As such, K.S.A. 21-5821(b)(3), provides that there is a presumption that this check was issued with the intent to defraud and that you had knowledge of insufficient funds being in the account at the time this check was issued. This letter is to notify you that under the forgoing statute, you have seven (7) days after receiving this Notice to pay the amount of the check, together with a service charge of \$ 30.00, directly to the following address:

Your name

Your address

Your town, state, zip

If the total amount of \$209.00 has not been received within seven (7) days, this matter will be forwarded to the County Attorney for prosecution, and/or civil lawsuit instituted to recover the sums due. Please be advised that the penalties that may be imposed include both imprisonment and fines. I trust that you will take immediate action to pay the sums that are due so that criminal prosecution and other proceedings need not be pursued.

Sincerely,

Your name

## 7 day letter without service charge example

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Town, state, zip

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