

_____, 20__

FIRST CLASS MAIL – 1 copy
CERTIFIED MAIL - 1 copy
Certified Receipt Number _____

Name of defendant

Street Address

City, State, ZIP

Dear _____:

This is to advise you that your check No. _____ payable to _____ in
the amount of \$_____ dated _____ drawn on the
_____ of _____, Texas has been returned to
_____ in _____, Texas marked _____.

The Law provides that you have ten (10) days notice from the date of this letter in which
to make restitution. Restitution must be made by cashier's check or money order in the
amount of \$_____ (\$ _____ plus \$ _____ service charge) made payable to
address below.

It will be to your advantage to take care of this immediately.

Sincerely yours,

Name

Address
