

September 00, 0000

Dear Mr. Doe,

Your check #000 dated August 00, 0000, in the amount of \$000.00, given for the stereo you purchased on the same date has been returned by the State Bank marked "insufficient funds" (or other reason marked on the check by the bank).

You have ten days from the receipt of this letter to bring payment in cash, cashier's check, or money order for the amount of the check or this matter will be turned over to the prosecutor's office.

Sincerely,