

TEN DAY LETTER

DATE: _____

TO: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

You are hereby notified that a check or instrument numbered _____, issued by you on _____ (date), drawn upon _____ (name of bank), and payable to _____, has been dishonored. Pursuant to Georgia Law, you have ten (10) days from receipt of this notice to tender payment of the full amount of the check or instrument plus a service charge of \$_____ the total amount due being \$_____.

Unless this amount is paid in full within the specified time above, the holder of the check or instrument may turn over the dishonored check or instrument to the Magistrate for the issuance of a criminal warrant or citation or to the District Attorney or Solicitor for criminal prosecution.

Cash or Money order only. Please do not send cash in the mail. You may forward payment to:

NAME: _____

NAME of BUSINESS: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE: _____