

EXHIBIT A: LETTER

Date: _____

Dear Mr./ Ms. _____:

I am presently holding your check, numbered _____, dated _____, made payable to _____ in the amount of \$_____, drawn on the _____ Bank, which has been returned to me by the bank, indicating Insufficient Funds/Account Closed. .

Please make restitution no later than _____ (ten (10) days from the date of this letter) to me by money order or cashiers check for \$_____ (total of check plus a service charge of \$ _____). If I do not receive payment in full by the above date, I will ask the County Attorney's Office to commence criminal prosecution.

Thank you for your immediate attention to this serious matter.

Sincerely,

Note to merchant: This letter must be sent certified mail, restricted delivery, return receipt requested, in the United States Mail, addressed to the person to be given notice at such person's address as it appears on the check.