

**FORMAL NOTICE
of
DISHONORED INSTRUMENT**

TO: (employer) Name _____

Business _____

Address _____

City/State/Zip _____

FROM: Name _____

Address _____

City/State/Zip _____

You are hereby notified that your check, draft, or order payable to me,

CHECK NUMBER _____, DATED _____ FOR THE AMOUNT OF \$ _____,

drawn on your account at (name of employer's financial institution) _____,

has been dishonored.

This demand puts you on notice that unless the full amount due is paid to me via cash, money order, or other negotiable instrument WITHIN 15 DAYS, you may be held liable in a civil action for THREE TIMES THE FACE AMOUNT OF THE CHECK BUT NOT LESS THAN ONE HUNDRED DOLLARS plus court costs and reasonable attorney fees under C.R.S. 13-21-109(4).

THE TOTAL AMOUNT DUE IS: \$ _____

(your signature)

(date)

13-21-109(3) provides the following guidance for using this document: Notice that a check, draft, or order has not been paid upon presentment shall be in writing and given in person and receipted for, or by personal service, or by depositing the notice by certified mail, return receipt requested and postage prepaid, or by regular mail supported by an affidavit of mailing sworn and retained by the sender, in the United States mail and addressed to the recipient's most recent address known to the sender.