

NOTICE OF DISHONORED CHECKS

Sir/Madam:

You are hereby notified that your (name of bank) Check No. _____ dated _____, 20__, in the amount of ₱_____ paid to us and acknowledged by our Official Receipt No. _____ dated _____, 20__ has been deposited but was dishonored and returned to us due to _____.

In view thereof, we have, today, reversed the payment recorded and reinstated your liability in the same manner as if you had never tendered any payment.

Please settle your account in cash or by certified check to the undersigned within five days from receipt of this notice. Otherwise, we will be constrained to institute criminal action against you as may be warranted under Article 315 of the Revised Penal Code and Batas Pambansa Blg. 22.

Very truly yours,

(Head of Agency)

By:

(Collecting Officer)

Note: The last paragraph applies only to cases where the cause of the dishonor of the check is lack or insufficiency of funds. Where the check is dishonored by reason of defect in form, such as incomplete signature or the like, the following paragraph should be used in lieu of the aforementioned last paragraph.

Please settle your account in cash or by certified check to the undersigned within three days from receipt of this notice. Otherwise, we will be constrained to initiate appropriate action to enforce our claim.