

\_\_\_\_\_  
(Name Of Person Who Signed Check)

\_\_\_\_\_  
(Address)

Dear Mr./Ms.:

We have a worthless check issued by you which was returned by your financial institution with the notation: \_\_\_\_\_.

Amount of Check(s):                 \$ \_\_\_\_\_

Service Charge(s):                 \$ \_\_\_\_\_

TOTAL DUE WITHIN 5 DAYS: \$ \_\_\_\_\_

This letter is written at the request of the District Attorney in compliance with Section 943.24 of the Wisconsin Statutes and payment is hereby demanded **within five (5) days** after receipt of this letter.

If payment is not received within five (5) days, the check(s) along with a copy of this letter will be given to the Eau Claire County District Attorney and we shall request that a criminal complaint be issued.

**FORWARD ALL PAYMENTS ONLY IN THE FORM OF A MONEY ORDER OR CASH TO:**

\_\_\_\_\_  
(Business Name)

\_\_\_\_\_  
(Address)

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_