

SAMPLE OF DEMAND NOTICE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE:

Dear \_\_\_\_\_:

You are hereby notified that a check, numbered \_\_\_\_\_, in the face amount of \$ \_\_\_\_\_, issued by you on \_\_\_\_\_ (date), drawn upon \_\_\_\_\_ (name of bank), and payable to \_\_\_\_\_ has been dishonored.

Pursuant to Florida law, you have fifteen (15) days from the date of this notice to tender payment of the full amount of such check plus a service charge (\*see below for exact amount) or an amount up to five percent of the face amount of the check, whichever is greater, the total amount due being \$ \_\_\_\_\_ and \_\_\_\_\_ cents. Unless this amount is paid in full within the time specified above, the holder of such check may turn over the dishonored check and all other available information relating to this incident to the State Attorney for criminal prosecution.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(address)

\_\_\_\_\_  
\_\_\_\_\_

**\* SERVICE CHARGES:**      \$25.00 if face value of check is \$0.01 to \$50.00  
                                     \$30.00 if face value of check is \$50.01 to \$300.00  
                                     \$40.00 if face value of check is over \$300.00

---

State Attorney Duval County Office:      311 West Monroe Street, 1st Floor  
   Jacksonville, Florida 32202  
   Tel: (904) 255-2557

State Attorney Clay County Office:      825 North Orange Avenue  
   Green Cove Springs, Florida 32043  
   Tel: (904) 269-6319

State Attorney Nassau County Office:      76347 Veterans Way, Suite 2105  
   Yulee, Florida 32097-3678  
   Tel: (904) 548-4700