

Sample Merchant Letter

(Today's Date)

(Name)

Reference # (Insert Certified Letter #)

(Address)

(City, State, Zip)

Dear **(Name)**:

Your check # **(insert check #)**, dated **(date of check)**, in the amount of \$ **(amount)**, given for the goods and or services purchased has been returned by the bank marked **“(reason given by bank)”**.

You have ten (10) days from the date of this letter to bring payment in cash, cashier's check, or money order for the amount of the check plus a \$25.00 service charge for handling or this matter will be turned over to the prosecutor's office. The total amount due is \$ **(insert total amount)**.

Sincerely,

Commercial Fraud Filing Form—179

Maker of Check Mr. Mrs. Miss. _____

Home Address _____ ()
Street City Zip Phone

Business _____ ()
Street City Zip Phone

Driver's License # _____ Date of Birth _____ Sex _____
Race _____ Height _____ Weight _____ Hair _____ Eyes _____

Did you contact Bank? _____ Remarks: _____

Have you contacted signers? _____ How? _____

Money collected should be sent to: _____

Address _____ ()
Street City Zip Phone

Check given for : _____
(Cash, Salary, Merchandise, Loan, Past Rent, Future Rent, Services, or Other)

Name of Person who took check from maker: _____

Address _____ ()
Street City Zip Phone

ATTACH CHECK HERE

	Circle One	
Can he/she identify maker in Court?	YES	NO
Did he/she take check thinking it was good?	YES	NO
Was check passed in Grayson County?	YES	NO
Was a partial payment taken on check?	YES	NO
Was this a Stop Payment Check?	YES	NO
Was this a Post-Dated Check?	YES	NO

Disbursements are paid on the 1st of the month following payment _____
(Initial)

Your name: _____

Remarks: _____

The County Attorney's office cannot legally prosecute checks taken outside Grayson County, payments on charge account, and post-dated checks.

CHECKS \$ _____ \$ _____
\$ _____ \$ _____
TOTAL \$ _____

Forward This Completed Form and Check to:

Grayson County Attorney's Office
Attn: Truett Steele, Hot Check Supervisor
200 S. Crockett, Suite #116A
Sherman, TX 75090-7167
(903) 813-4361
www.co.grayson.tx.us