***Complainant’s Name of Business***

***Street Address***

***City, State, Zip Code***

***Complainant’s full phone Number***

***Date***

***Accused’s Name***

***Accused’s Street Address***

***Accused’s City, Stare, and Zip Code***

Dear ***Accused’s name***,

 On ***date*** you gave a personal/business check for the purchase of $***amount*** in groceries to ***name of person or business name***. Your check was not post-dated and was returned by my bank for ***insufficient funds/closed or no account*** with ***account number***, drawn on a ***name of Bank***, with check number ***check number***.

 Please contact us to make arrangements to make good on your purchase in whole, partial payments will not be accepted. Failure to do so will result in a criminal complaint to police.

Thank you,