

**EXHIBIT II**

Sample Letter No. 1

Date: \_\_\_\_\_

Subject: Your Check Returned Unpaid by the Bank

Your check, number \_\_\_\_\_, dated \_\_\_\_\_, for \$\_\_\_\_\_, written in payment of \_\_\_\_\_, has been returned by your bank unpaid. It is the County's policy to add a \$25.00 service charge for each initial returned check and \$35.00 for each subsequent check by the same payor. Please send immediate payment, **by Cashier's Check or Money Order only**, in the amount of \$\_\_\_\_\_ (amount of check plus applicable service charge.)

Please mail your payment to:

Dept Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Failure to pay the full amount due within ten (10) days of this mailing will cause a demand for payment to be issued pursuant to California Civil Code Section 1719, which authorizes damages of up to \$1,500 in addition to the check amount.

Your prompt payment will be appreciated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Phone No.