**SALUTATION IN LETTER**

To Whom It May Concern:

Please find enclosed the required forms for our department to investigate Fraud cases involving bad checks. These forms must be filled out in their entirety. These forms are:

* Walworth County Sheriff's Office Instruction Sheet for Procedures on Insufficient or Closed Account Checks
* Walworth County District Attorney’s Office Bad Check Information Sheet

Additionally, you are required to provide all of the following:

* A copy of the letter that you sent the party who issued the bad check.
* Proof, in the form of a receipt, that you sent the party the above letter Certified Mail.
* Proof that said letter was either received or returned to you as unclaimed. Please provide both the envelope and the letter.
* If you are attempting to recoup bank fees, a copy of the bank statement showing the bank fees for the check(s) in question.
* The original check.
* Any additional information that you can provide about the party who passed the check will aid our investigation.

It is suggested that you make copies of all items you submit to the Sheriff’s Office for your own records. We will not be able to return items to you.

Sincerely,

Captain Robert Hall

Walworth County Sheriff's Office

Investigation Division

262-741-4421