

(3) MAY NOT ACCEPT ANY PAYMENT IN CASH WITHOUT ISSUING A RECEIPT FOR THE PAYMENT.

(B) (1) THE MERCHANT SHALL CAUSE AN INITIAL DEMAND LETTER TO BE:

(I) HAND-DELIVERED PERSONALLY TO THE RESPONSIBLE PERSON; OR

(II) MAILED TO THE RESPONSIBLE PERSON AT THAT PERSON'S LAST KNOWN ADDRESS.

(2) THE INITIAL DEMAND LETTER SHALL:

(I) IDENTIFY THE ACT OF SHOPLIFTING OR EMPLOYEE THEFT ALLEGED TO HAVE BEEN COMMITTED;

(II) SPECIFY THE AMOUNT OF DAMAGES SOUGHT UNDER § 3-1302(1) AND (2) OF THIS SUBTITLE;

(III) SPECIFY THE AMOUNT OF THE CIVIL PENALTY SOUGHT UNDER § 3-1302(3) OF THIS SUBTITLE AND EXPLAIN THE METHOD OF CALCULATING THAT AMOUNT;

(IV) REQUEST PAYMENT OF THE DAMAGES AND CIVIL PENALTY BY CASH, MONEY ORDER, CERTIFIED CHECK, OR CASHIER'S CHECK;

(V) CONTAIN A CONSPICUOUS NOTICE ADVISING THE RESPONSIBLE PERSON THAT PAYMENT OF THE DAMAGES AND CIVIL PENALTY DOES NOT PRECLUDE THE POSSIBILITY OF CRIMINAL PROSECUTION, BUT THAT THE PAYMENT WOULD NOT BE ADMISSIBLE IN ANY CRIMINAL PROCEEDING AS AN ADMISSION OR EVIDENCE OF GUILT; AND

(VI) SPECIFY THE DATE BY WHICH THE RESPONSIBLE PERSON SHALL MAKE THE REQUIRED PAYMENT TO AVOID CIVIL ACTION, WHICH DATE SHALL BE AT LEAST 15 DAYS AFTER THE DATE OF DELIVERY HAND-DELIVERY OR FROM THE POSTMARK DATE, AS THE CASE MAY BE, OF THE INITIAL DEMAND LETTER.

(C) (1) IF PAYMENT IN FULL IS NOT RECEIVED BY THE MERCHANT ON OR BEFORE THE DATE SPECIFIED IN THE INITIAL DEMAND LETTER, THE MERCHANT SHALL CAUSE A SECOND DEMAND LETTER TO BE MAILED TO THE RESPONSIBLE PERSON AT THAT PERSON'S LAST KNOWN ADDRESS.

(2) THE SECOND DEMAND LETTER SHALL:

(I) CONTAIN THE SAME INFORMATION, REQUEST FOR PAYMENT, AND NOTICE THAT IS REQUIRED BY SUBSECTION (B)(2)(I) THROUGH (V) OF THIS SECTION FOR AN INITIAL DEMAND LETTER;