

<today>

<company.organization>
<company.address1.>
<company.city>,<company.state> <company.zip>

<salutation>

Your Bank has notified you of a check (#<no. of check>) that we are holding for your redemption in the amount of <\$ amount>. We assume the reason for the banks dishonor of this check was due to an oversight on your part. In any event, you are requested to contact us immediately, or send us a money order or a cashier's check for the amount plus the service charge of <\$ amount> per check.

If we receive no response from you within ten days, we shall take the necessary action(s) to regain the funds.

Sincerely,

<name>