

[Bank Name]  
[Branch Address]  
[City, State, Zip Code]  
[Date]

[Corporate Client Name]  
[Client Address]  
[City, State, Zip Code]

**RE: Notice of Insufficient Funds for Post-Dated Check**

Dear [Authorized Signatory Name],

This letter is to formally notify you regarding a post-dated check presented for payment against your corporate account, [Account Number].

**Check Details:**

Check Number: [Check Number]  
Check Date: [Date on Check]  
Amount: [Currency and Amount]  
Payee: [Payee Name]

Upon the arrival of the payment date, the check was presented for processing. However, we were unable to honor this transaction due to insufficient funds available in your account. As a result, the check has been returned unpaid.

Please be advised that a non-sufficient funds (NSF) fee of [Fee Amount] has been charged to your account in accordance with our corporate banking fee schedule.

To avoid further service interruptions or additional fees, please deposit sufficient funds immediately to cover any outstanding obligations. We recommend reviewing your upcoming scheduled payments and automated transfers to ensure adequate liquidity.

If you believe this is an error or if you have recently made a deposit that is not yet reflected in your balance, please contact your Relationship Manager at [Phone Number] or visit your local branch.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]  
[Title]  
[Bank Name]