

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Advisory Notice Regarding Post-Dated Check Clearance Failure

Dear [Customer Name],

This letter is to formally notify you that we attempted to deposit the post-dated check provided for your account, but it has failed to clear. The details of the transaction are as follows:

- **Check Number:** [Check Number]
- **Check Date:** [Date on Check]
- **Amount:** [Amount]
- **Reason for Failure:** [e.g., Insufficient Funds / Account Closed / Stop Payment]

As a result of this failure, the balance of [Amount] remains outstanding on your account. Please be advised that a returned check fee of [Fee Amount] has been applied to your balance.

We request that you settle this outstanding amount by [Due Date] via an alternative payment method, such as cash, credit card, or bank transfer. To ensure your account remains in good standing and to avoid any potential disruption of service or further late penalties, please contact our billing department immediately.

If you have already made a payment to rectify this, please disregard this notice. If you believe this failure occurred due to a banking error, please provide us with the relevant documentation from your financial institution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Contact Information]