

[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

**Subject: Notification of Unfunded Post-Dated Check - [Check Number]**

Dear [Recipient's Name],

This letter is to formally notify you that we have received notification from our financial institution regarding your post-dated check, details of which are listed below:

- **Check Number:** [Insert Check Number]
- **Check Date:** [Insert Date on Check]
- **Amount:** [Insert Amount]

Our records indicate that the funds for this check were not available at the time of presentation. However, as a courtesy, we are granting you a grace period of [Number of Days, e.g., 5] business days from the date of this letter to settle this balance.

Please ensure that the full amount is paid via [Accepted Payment Method, e.g., Cash, Manager's Check, or Bank Transfer] no later than [Deadline Date] to avoid any late penalties or further administrative action.

If you have already made the payment or believe this is an error, please contact our office immediately at [Phone Number] or [Email Address] to provide proof of payment.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]  
[Your Title/Department]