

[Your Name/Department]  
[Your Institution Name]  
[Address]  
[City, State, Zip Code]  
[Date]

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

**Subject: Notification of Delay in International Check Clearing**

Dear [Customer Name],

We are writing to inform you regarding the international check deposited into your account [Account Number] on [Date of Deposit] in the amount of [Amount and Currency].

Please be advised that there is a delay in the clearing process for this item. International checks are subject to extended processing times as they must be sent back to the issuing foreign bank for verification and final settlement. The standard timeframe for international clearing can range from [Number] to [Number] business days.

Current status: [Briefly state status, e.g., Awaiting confirmation from correspondent bank / In transit to issuing institution].

Due to these processing requirements, a hold has been placed on these funds. We expect the funds to be available in your account by [Estimated Date], provided the check is honored by the paying bank. We will notify you immediately if the item is returned unpaid or if further documentation is required.

We apologize for any inconvenience this delay may cause. If you have any questions, please contact our customer service department at [Phone Number] or visit your local branch.

Sincerely,

[Signature]  
[Printed Name]  
[Title]