

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank Name]
[Department Name, e.g., Deposit Operations]
[Bank Address]
[City, State, Zip Code]

Subject: Resolution of Clearing Delay for Check #[Check Number] - Missing Endorsement

To Whom It May Concern,

I am writing to resolve a delay regarding the clearing of a check deposited into my account, [Account Number], on [Date of Deposit].

I have been notified that the check in the amount of \$[Amount] issued by [Payor Name] has been delayed or returned due to a missing endorsement.

Please find the following action taken to resolve this matter:

- I have enclosed the original check, now properly endorsed.
- [OR] I have attached a signed Letter of Indemnity/Guarantee of Endorsement as requested by your branch.
- [OR] I am requesting that you process the check using the "Credited to the account of within named payee" stamp allowed under bank policy.

I request that you expedite the clearing process for this item and waive any associated returned item or late fees, as I am taking immediate steps to rectify the omission.

Please confirm once the funds have been successfully credited to my account. If you require further information, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]