

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notification of Delay in Check Clearing - Account Number ending in [Last 4 Digits]

Dear [Customer Name],

We are writing to inform you of a technical system error that has affected the processing of checks deposited into your account on [Date of Deposit].

Due to this unforeseen technical issue, there is a temporary delay in the clearing of the following check(s):

- Check Number: [Check Number]
- Check Amount: \$[Amount]

Our technical team is currently working to resolve the issue. We expect the funds to be fully processed and available in your account by [Expected Date].

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

Thank you for your patience and for banking with [Bank Name].

Sincerely,

[Sender Name/Department]

[Bank Name]