

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Delay in Check Clearing - Verification Pending

Dear [Recipient Name],

We are writing to inform you that there is a temporary delay in processing the following payment:

- **Check Number:** [Check Number]
- **Check Date:** [Date on Check]
- **Check Amount:** \$[Amount]

This delay is due to a standard third-party verification procedure required by our financial institution. This process is a routine security measure used to confirm the validity of the transaction and protect all parties involved.

We anticipate that the verification will be completed within [Number] business days, after which the funds will be cleared and available. No further action is required from your side at this time.

We apologize for any inconvenience this delay may cause. If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]