

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

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

**RE: Notice of Delayed Availability of Funds**

Dear [Recipient Name],

We are writing to inform you that a hold has been placed on the following check deposited into your account on [Deposit Date]:

- **Check Number:** [Check Number]
- **Amount:** \$[Amount]
- **Bank of Origin:** [Issuing Bank Name]

This delay is due to uncollected funds. The reason for this hold is [choose one: large deposit amount / foreign check / suspected non-sufficient funds / account history].

The funds are scheduled to become available for withdrawal on [Date Funds Will Be Available]. Please note that until this date, these funds will not be included in your available balance for clearing checks or electronic payments.

We apologize for any inconvenience this may cause. If the funds are cleared by the issuing institution earlier than expected, we will update your available balance accordingly.

If you have any questions regarding this notice, please contact our customer service department at [Phone Number].

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Your Organization Name]