

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Acceptance of Postdated Checks for Credit Facility [Account Number]

Dear [Customer Name],

We acknowledge receipt of the following postdated checks provided as payment for your business credit facility:

- Check Number: [Number] | Date: [Date] | Amount: [Amount]
- Check Number: [Number] | Date: [Date] | Amount: [Amount]
- Check Number: [Number] | Date: [Date] | Amount: [Amount]

Please be advised that these checks will be deposited only on their respective due dates. It is your responsibility to ensure that sufficient funds are available in your account to cover these payments. Any returned checks may result in administrative fees and could impact your credit standing.

This acceptance does not waive any rights held by [Company Name] under the original credit agreement should a payment fail to clear.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]