

[Date]

[Tenant Name]

[Tenant Business Name]

[Property Address/Suite Number]

[City, State, Zip Code]

Re: Acceptance of Postdated Check for [Property Name/Account Number]

Dear [Tenant Contact Name],

This letter serves as formal acknowledgment and acceptance of the postdated check provided for the payment of [Rent/Common Area Maintenance/Other Fees] for the period of [Billing Period].

We confirm receipt of the following check:

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

We agree to hold this check and will not present it for payment or deposit until the date inscribed on the check. Please ensure that sufficient funds are available in your account on that date to cover the full amount of the payment.

Please note that the acceptance of this postdated check is a one-time accommodation and does not constitute a permanent change to the payment terms outlined in your lease agreement. All future payments are expected to be made on or before the due date as specified in your contract.

If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Authorized Representative]

[Title]

[Company/Landlord Name]