

[Company Letterhead/Header]

[Date]

[Client Name]

[Client Designation]

[Client Company Name]

[Client Address]

Subject: Acceptance of Postdated Check(s) for Account [Account Number]

Dear [Client Name],

We formally acknowledge the receipt of the following postdated check(s) as payment for your corporate account:

- Check Number: [Check Number]
- Bank Name: [Bank Name]
- Check Date: [Date on Check]
- Amount: [Currency and Amount]

Please be advised that these checks will be held securely and presented for payment on their respective due dates. This acceptance is subject to the successful clearance of funds. Your account balance will be updated accordingly once the transaction is finalized by the bank.

Should there be any changes regarding these payments, please notify us at least [Number] business days prior to the check date.

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]