

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

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

Subject: Acceptance of Postdated Check for Overdraft Settlement

Dear [Customer Name],

This letter is to formally acknowledge and confirm our acceptance of your postdated check for the settlement of the outstanding overdraft on your account, number [Account Number].

We have received check number [Check Number] in the amount of \$[Amount]. We agree to hold this check and present it for payment on the specified date of [Date on Check].

Please ensure that sufficient funds are available in your account on that date to cover the payment. Upon successful clearance of this check, your outstanding balance regarding this specific overdraft will be considered settled in full.

If you have any questions, please contact our billing department at [Phone Number].

Sincerely,

[Your Name/Signature]  
[Your Title]