

[Company Header/Logo]

[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: Acknowledgment of Postdated Check

Dear [Client Name],

We are writing to formally acknowledge the receipt of your postdated check regarding your wealth management account, [Account Number].

The details of the check received are as follows:

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

Please be advised that we will hold this check securely and will not present it for payment or deposit it until the date specified on the check. We recommend ensuring that sufficient funds are available in your account on the scheduled date to avoid any processing issues.

If you have any questions or wish to adjust your payment instructions, please contact your Wealth Manager at [Manager Phone/Email] at least [Number] business days prior to the deposit date.

Thank you for your continued trust in our services.

Sincerely,

[Authorized Signature]
[Name of Officer]
[Title]
[Company Name]