

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name/Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Delay in Clearing Post-Dated Check

Dear [Recipient Name],

I am writing to formally request a delay in the processing of the following post-dated check:

- **Check Number:** [Insert Check Number]
- **Check Date:** [Insert Original Date on Check]
- **Check Amount:** [Insert Amount]

Due to [briefly state reason, e.g., unexpected processing delays or administrative issues], I kindly ask that you refrain from depositing or clearing this check until [New Requested Deposit Date].

I apologize for any inconvenience this may cause and appreciate your cooperation in this matter. Please confirm receipt of this notification and your agreement to the revised date.

If you have any questions, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]