

[Sender Name]
[Company Name]
[Address Line 1]
[Address Line 2]
[Date]

[Recipient Name]
[Address Line 1]
[Address Line 2]

Subject: Notification of Delay in Clearing Stale Dated Check

Dear [Recipient Name],

We are writing to inform you of a delay regarding the processing of the following payment:

- **Check Number:** [Check Number]
- **Check Date:** [Original Date of Issue]
- **Amount:** [Amount]

This check has been identified as "stale dated," meaning it was not presented for payment within the standard six-month validity period. As a result, our financial institution has flagged the transaction for additional verification, or the check may have been automatically rejected by the banking system.

To resolve this matter, please choose one of the following actions:

- Confirm if you still possess the original check so we may authorize a one-time exception with our bank.
- Request a stop payment on the original check and ask for a reissued check with a current date.

We apologize for any inconvenience this delay may cause. Please contact our accounting department at [Phone Number] or [Email Address] to confirm how you would like us to proceed.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]