

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: Notification of Delay in Check Clearing

Dear [Recipient Name],

This letter is to formally notify you of a delay regarding the clearing of the following check:

- **Check Number:** [Insert Number]
- **Check Amount:** \$[Insert Amount]
- **Date Issued:** [Insert Date]
- **Payee:** [Insert Payee Name]

Due to [state reason: e.g., third-party processing issues / banking verification procedures / technical errors], the funds from this check have not yet been successfully cleared through our account. We are currently working with the relevant financial institutions to resolve this matter as quickly as possible.

We anticipate that the funds will be available by [Insert Expected Date]. We apologize for any inconvenience this delay may cause and appreciate your patience.

If you have any questions or require further documentation, please contact us at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]