

[Current Date]

[Management Name/Board of Directors]

[Company Name]

[Address]

[City, State, Zip Code]

RE: Notification of Stale Dated Checks in Trust Account #[Account Number]

Dear [Management Name],

During a recent reconciliation of the [Trust Account Name], we identified several checks that remain uncashed and have exceeded the six-month validity period, classifying them as "stale dated."

The following checks are currently outstanding:

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

To maintain fiduciary compliance and accurate accounting records, we recommend the following actions:

1. Contact the payees to determine if the checks were lost or destroyed.
2. Issue "Stop Payment" orders for the original checks with the financial institution.
3. Reissue the checks if the obligation is still valid, or initiate the process for unclaimed property (escheatment) in accordance with state law if the payees cannot be located.

Please review these items and advise on how you wish to proceed with the resolution of these funds.

Sincerely,

[Your Name/Department]

[Your Title]