

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Acknowledgment of Post-Dated Check - Account Number: [Account Number]

Dear [Customer Name],

This letter is to acknowledge that we have received your post-dated check regarding the resolution of your outstanding balance.

The details of the check received are as follows:

- Check Number: [Check Number]
- Check Amount: \$[Amount]
- Check Date: [Date on Check]
- Bank Name: [Bank Name]

We agree to hold this check and will not present it for payment until the date specified on the check. Please ensure that sufficient funds are available in your account on that date to cover the payment.

Once the check has cleared, it will be applied to your account balance. If you have any questions, please contact our Account Resolution Department at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department Name]

[Company Name]