

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

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

Re: Acceptance of Post-Dated Check for Account #[Account Number]

Dear [Debtor Name],

This letter is to formally acknowledge that we have received and accepted your post-dated check regarding the outstanding balance on your account.

The details of the accepted check are as follows:

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

We agree to hold this check and will not present it for payment until the date written on the check. Please ensure that sufficient funds are available in your account on that date to avoid any returned check fees or further collection actions.

Receipt of this check serves as a temporary stay on further collection efforts for this specific amount, provided the check clears successfully upon deposit. If the check is dishonored by your bank, the full balance will become immediately due, and additional fees may apply.

If you have any questions, please contact our office at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]