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

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

Subject: Confirmation of Post-Dated Check Agreement

Dear [Recipient Name],

This letter serves as formal confirmation of our agreement regarding the submission and processing of post-dated checks for the settlement of [Account Number / Invoice Reference].

We acknowledge receipt of the following check(s):

- Check Number: [Check #1] | Date: [Date] | Amount: [Amount]
- Check Number: [Check #2] | Date: [Date] | Amount: [Amount]
- Check Number: [Check #3] | Date: [Date] | Amount: [Amount]

By accepting these checks, [Your Company Name] agrees to hold and deposit each check only on or after the date specified on the face of the check. It is understood that these checks are intended to cover [Purpose of Payment, e.g., Monthly Installments].

Please ensure that sufficient funds are available in your account on the respective dates to avoid any returned check fees or administrative charges. In the event of a returned check, a fee of [Amount] may be applied to your account.

If you have any questions or need to discuss this arrangement further, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]