[Sender Name]
[Sender Title/Department]
[Company Name]
[Date]

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

Subject: Notification of Post-Dated Check Clearance Schedule

Dear [Recipient Name],

This letter is to formally acknowledge receipt of your post-dated checks regarding [Account Number/Contract Reference]. Below is the scheduled clearance timeline for the checks currently in our possession:

Check Number	Bank Name	Check Date	Amount
[Check #1]	[Bank Name]	[Date]	[Amount]
[Check #2]	[Bank Name]	[Date]	[Amount]
[Check #3]	[Bank Name]	[Date]	[Amount]

Please ensure that sufficient funds are available in your account at least one business day prior to each scheduled date to avoid any penalties or returned check fees.

If there are any discrepancies in this schedule or if you need to request a change to the deposit dates, please contact us at [Phone Number] or [Email Address] at least [Number] days before the scheduled date.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Printed Name]