

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of Post-Dated Check Payment Schedule

Dear [Recipient Name],

This letter serves as formal confirmation that we have received your post-dated checks (PDCs) regarding your account [Account/Reference Number].

The details of the submitted checks are as follows:

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

Total Number of Checks: [Total Count]

Total Payment Amount: [Total Sum]

We agree to deposit these checks only on their respective dates. Please ensure that sufficient funds are available in your account to cover each payment. Any returned checks may be subject to administrative fees.

If you have any questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]