

The following letter is sent when a check is issued in return for goods or services and the check is returned by the bank for insufficient funds.

May 23, 1998

John and Jane Doe
1911 NW River Street
Des Moines, IA 62135

Dear John and Jane,

I have enclosed a copy of your check that our bank has returned to us unpaid. I have attempted to redeposit this check unsuccessfully. Therefore, I am in need of a replacement check from you as soon as possible.

I would appreciate it if you would mail the check to my attention at the church's address above. If you are unable to do this please notify me and I will make the staff person overseeing that ministry aware of the situation.

Sincerely,

John Brown
Administrator

Enclosure: copy of check