

The following letter is sent when a tithe check is returned by the bank for insufficient funds.

May 23, 1998

John Doe
37 Westley Ave.
Mobile, AL 36912

Dear John,

Our bank has returned the enclosed check, in the amount of \$56.50, unpaid. If you like, you can return the check to us for redeposit, or you may wish to issue another check once the problem with your account is cleared up.

Either way, you do not need to notify us of your plans. You simply drop it off in the tithe box at your convenience, or mail it to Calvary Chapel. We have not credited this check to your donation record at this time.

We greatly appreciate your support of this ministry. Thank you!

Sincerely,

John Brown
Administrator

Enclosure: Check #1234