

Letter re: Check is in the Mail

This package contains:

1. Instructions & Checklist for Writing a Letter re: Check is in the Mail
2. Letter re: Check is in the Mail

Instructions & Checklist for a Letter re: Check is in the Mail

- This package contains: (1) Instructions & Checklist for a Letter re: Check is in the Mail; and (2) Letter re: Check is in the Mail.

- This form is designed to assist you in drafting a letter to a party that has expressed concern about not having received an expected payment from you, advising them the payment has already been mailed -- and offering to replace the check if it is not received within a reasonable period of time.

- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

September 9, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for your letter of [Date of Recipient's Letter] indicating that you had not yet received payment for [Invoice No. or Statement Date, etc.].

I have investigated the matter, and have determined that according to our records, we sent you our [Check No ____] in the amount of [\$____] on [Date Check Sent].

If you do not receive that payment by [Suggested Deadline], please inform me, and I will immediately send you a replacement check and order a Stop Payment on the original check.

Thank you very much for your patience and cooperation in this matter.

Cordially,

[Your Name]