

Letter Demanding Future Payments Be Made By Certified Check

This package contains:

1. Instructions & Checklist for Letter Demanding Future Payments Be Made By Certified Check
2. Letter Demanding Future Payments Be Made By Certified Check

Instructions & Checklist for Letter Demanding Future Payments Be Made By Certified Check

- This package contains (1) Instructions & Checklist for a Letter Demanding Future Payments Be Made By Certified Check; and (2) Letter Demanding Future Payments Be Made By Certified Check;

- This form is designed to assist you in drafting a letter for when you require certified checks for all future payments.

- 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]

November 9, 2010

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

Ref: [Account Number]

Dear [Name of Recipient]:

Thank you for your continued business. We have enjoyed having the opportunity to work with you.

However, in light of some recent payment difficulties our company has experienced, we are revising our payment policies. As of [Effective Date], all payments must be made by certified check. Any other form of payment will be denied or returned to you. While I understand this may cause some inconvenience, it has become necessary to make this change. Should you have any questions or concerns regarding this matter, please do not hesitate to contact me.

Thank you, in advance, for your understanding.

Sincerely,

[Your Name]
[Title if any or delete if none]