

Date

Name
Address
Address

To Whom It May Concern,

In an attempt to clear up outstanding items, we found that check # _____ was issued to you on _____ in the amount of \$_____ for _____ and has not cleared our bank to date. Please inform us on your preference:

_____ Please void the check and consider it a donation to _____.

_____ Please reissue a replacement check to me.

_____ I still have the check and will cash it (if less than 12 months old).

_____ Other: _____

Please reply within 10 business days. If we do not receive a response from you, we are obligated by law to turn the money over to the State of California.

Sincerely,