

# Payee Reminder for Post-Dated Checks

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Payee Name]

[Payee Address]

[City, State, Zip Code]

## **Subject: Reminder for Post-Dated Checks**

Dear [Payee Name],

I hope this message finds you well. This is a friendly reminder regarding the post-dated checks that were issued on [Insert Date]. The checks are scheduled for deposit on [Insert Future Date].

If there are any changes or concerns regarding these checks, please do not hesitate to reach out to me. Your attention to this matter is greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position, if applicable]