

Post-Dated Check Reminder

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as a reminder regarding the post-dated check (Check Number: [Insert Check Number]) that you issued on [Insert Issue Date]. As per our agreement, this check is scheduled to be deposited on [Insert Deposit Date].

Please ensure that sufficient funds are available on that date to avoid any issues. If you have any questions or need to discuss this further, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]