

May 12, 2011

Dear :

On (date) you issued Check No. \_\_\_\_\_ to (name of school), in the amount of \$ \_\_\_\_\_ for the \_\_\_\_\_.

(name of bank) was unable to deposit the funds due to insufficient funds or uncollected funds.

On (date) (name of school) issued a letter to you requesting payment in the amount of \$ \_\_\_\_\_ due to the extra fees for the returned check.

To date this amount has not been received.

We will issue an extension of one month from the date of this letter to receive the funds, otherwise we will regrettably turn over the collection to the police department and assess an additional \$ \_\_\_\_\_ fee.

Sincerely,

Director of Business Services