

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.

The amount owed is now past due. In addition, the district has been charged \$ _____, for the check being returned. As a result, the balance now due is \$ _____.

Please note, by school board policy, should another check be returned within the school year, all future financial transactions will be on a **cash only basis**.

Your prompt attention to this matter will be most appreciated. Please arrange for payment with the school within one month of the date on this letter.

Sincerely,

Principal

cc Director of Business Services