

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