

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Apology to Receiver of NSF Check

Dear :

I apologize for the inconvenience bestowed upon you by the financial inadequacy of my check. This mistake arose from a chronological mistake of when funds were to be posted to my account. I assure you that this mistake will not happen again.

Once again, I apologize for this error. I hope that this mistake does not mar our ability to do business in the future. If you have questions or concerns, please do not hesitate to contact me.

Thanking you for your understanding,

N A M E