

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

Date

Name
Address Line 1
Address Line 2
City, State Zip Code

RE: Name vs.
Name

Dear Name:

Pursuant to our telephone conversation of this date, enclosed is a replacement check, check no. , in the amount of \$ which will replace check no. . We have stopped payment on check no. , but if you should find this check, please forward it to us.

Sincerely,

Name

Enclosure