

[Church Letterhead or Logo]

[Date]

[Recipient's Name]
[Recipient's Street Address]
[City, State Zip Code]

Dear [Recipient's Name],

We're sorry but we're having to write you to inform you that your [Check Number: ____] in the amount of [\$_____] has been returned to us by your bank marked "Insufficient Funds".

We understand that there could have been an error in your bookkeeping or a misunderstanding between you and your bank. There could be a number of reasons of which we understand.

We ask that you please call us at (____) ____-____ as soon as you receive this letter to let us know if you would like for us to re-deposit your check or if you would rather come to the office and have us give back your check in exchange for cash or money order. We will work with you in any way we can.

Thank you very much for your prompt attention in this matter.

Sincerely,

[Your Signature]
Your Title