

[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 again to inform you that when you asked us to re-deposit your [Check Number: ____] in the amount of [\$_____] after we wrote to on [Date of 1st Letter], we did re-deposit your check after your call to us. That check has now been returned to us again by the bank for a second time, again marked "Insufficient Funds".

We're positive that you would like to get this matter straightened out that's why we're writing to you today. Please either send or come into our office with a certified check, cash or money order in the amount of [\$_____]. Our office hours are ____ to ____ pm, Monday through Friday.

If you're not able to do any of the above, please call and let us know what you want us to do at this time.

We look forward to hearing from you to resolve this matter as soon as possible.

Sincerely,

[Your Signature]
Your Title