[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: REQUESTING APOLOGY FOR FAILING TO honour CHECK**

Dear [CLIENT NAME],

A clerical error has been revealed that on your part, our check issued to [NAME OF CHECK PAYEE] bearing no. [CHECK NO.] And dated [DATE OF CHECK] in the amount of [AMOUNT OF CHECK] was not honored.

We are sure that you understand that it has caused us discomfiture. [COMPANY] is an important provider for us, and we have always had excellent credit conditions with them. No need to say that this NSF check did not help tighten our relationship. Therefore, we kindly request that you write a letter confirming the bank's error so that we can provide a copy to our supplier and ensure that they do not lose confidence in our financial viability.

Thank you in advance for your anticipated cooperation. Should you have any questions, please do not hesitate to contact us.

Sincerely,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]