

Check Error Complaint Letter

This package contains:

1. Instructions & Checklist for Check Error Complaint Letter
2. Check Error Complaint Letter

Instructions & Checklist for Check Error Complaint Letter

- This package contains (1) Instructions & Checklist for a Check Error Complaint Letter; and (2) Check Error Complaint Letter;
- This form is designed to assist you in drafting a letter when you need to complain about a check error.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Ref: [Check Number]

Dear [Name of Recipient]:

I recently received check number [Check Number]. Enclosed is a copy of the check for your reference.

However, I believe this check is an error. According to my records, I should be receiving [Correct Amount]. Please issue a new check for the proper amount. I will void and dispose of the current check once I receive a corrected one. Or if you prefer, I can return the incorrect check to you.

Thank you, in advance, for your prompt attention to this matter. I look forward to hearing from you shortly.

Sincerely,

[Your Name]
[Title if any or delete if none]

Enclosure