

Sample 30-Day Letter

VENDOR
VENDOR ADDRESS
VENDOR ADDRESS

Issuing Agency: Check: # Amount: \$ Issue Date:

Dear Sir or Madam:

In accordance with the State of North Carolina check reconciliation policy, we have conducted a review of our Accounts Payable outstanding checks and determined that the check indicated above has been outstanding for over 30 days. Our office asks that you review your records to determine if this check has been received and deposited. Please contact our office as soon as possible to resolve this matter. Your assistance and cooperation are greatly appreciated.

Sincerely,