

Sample 60-Day Letter

VENDOR
VENDOR ADDRESS
VENDOR ADDRESS

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

Dear Sir or Madam:

It has been over 60 days since our agency has issued the check indicated above to your agency. The check has still not cleared, and we have received no response to our letter to your agency dated _____. In accordance with the State of North Carolina check reconciliation policy, we are including an affidavit, which should be completed and returned to our office. Once we receive the completed affidavit, a stop payment can be placed on the original check and a replacement check reissued. Please contact our office immediately with any questions.

Sincerely,