

Sample 90-Day Letter

VENDOR
VENDOR ADDRESS
VENDOR ADDRESS

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

Dear Sir or Madam:

Our office has received no response to our letters to your agency dated _____ and _____ concerning the outstanding check indicated above. In accordance with the State of North Carolina check reconciliation policy, this letter is to advise you that we are forwarding information regarding the outstanding check to the Office of the State Controller (OSC). Please contact this office or OSC at once to resolve this matter. Your immediate response is expected and appreciated.

Sincerely,