

June 29, 2023

Contact Name  
Address  
Address2  
City, State/Province  
Zip/Postal Code

**OBJECT: APOLOGY FOR OUR NSF CHECK**

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Dear [CONTACT NAME],

What a bad surprise I had when I received your notice dated [DATE] with our check enclosed marked "insufficient funds". No need to mention that I immediately called my bank.

The gentleman I spoke with, [NAME], discovered that the bank had failed to credit our account with a substantial deposit we had made several days prior.

The bank has assured me that they will be sending you a formal letter of apology for their error. Attached is our check in the amount of [AMOUNT] to replace the dishonored one you have returned.

I am sure you will understand this situation was not intentional and obviously not under our control. We appreciate doing business with you. I hope this incident won't deteriorate the good relationship we had established so far with your company.

Sincerely,

Your name  
Your title  
(800) 123-4567  
youremail@yourcompany.com