

DATE

Addressee  
Addr1  
City/ST/ZIP

Dear [Salutation],

We have been notified by our financial institution that your check number XXX dated Month Day, Year has been returned for nonsufficient funds. Please note that YOUR ORGANIZATION must also make you aware that any applicable tax deduction is rescinded.

If you would like to make your donation by credit card, please feel free to contact me directly at (XXX) XXX-XXXX between the hours of 8:30am – 4:30pm EST. Should you prefer to issue a replacement check, it should be made payable to XXX. Enclosed is a return envelope for your convenience.

The primary mission of YOUR ORGANIZATION is to provide our students with an affordable, quality education that allows for lifelong success. We thank you for your involvement in achieving this mission.

Again, please contact me with any questions at the number noted above or by email at XXX.EDU.

Sincerely,

YOUR NAME  
POSITION

Enclosure