[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: REQUEST FOR REPLACEMENT CHEQUE ON PENDING ORDER**

Dear [CLIENT NAME],

The purpose of this letter is to inform you that we have received the cheque for your pending order of [PRODUCTS AND QUANTITY]. We appreciate this.

However, because this cheque has not been drawn in accordance with our contractual terms for payment, we are returning it to you.

Please permit the issuance of a replacement cheque that is in line with our provisions for payment, which are [DESCRIBE]

We are eager to ensure that we deliver your [SPECIFY] and we look forward to hearing from you in the near future.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]