[DATE]

Contact Name

Address

Address2

Country

City /Province

Zip/Postal Code

**RE: REQUEST TO USE CERTIFIED CHEQUE FOR FUTURE PAYMENTS**

Dear [CLIENT NAME],

We realised, after examining your account, that in the last [NUMBER] months, you have had [NUMBER] cheques returned unpaid from your bank.

Regrettably, we must demand that all future payments be made by certified cheque, bank wire or bank draft. Please note that we will not only reject but also impose a late charge on any payment that is not certified.

For all future payments, please send them to the attention of [NAME] for proper credit.

We thank you for your cooperation in this matter. Please do not hesitate to contact us if you have any questions.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]