

Date

Name
Address
City, State Zip

Dear Name:

Recently, the (Your School Name) Elementary PTO received notification from our bank that a check you wrote was returned for insufficient funds. This check was written for the Mountain Empire fundraiser.

The information for this check is:

Check:	#XXXX, Name of Bank
Amount:	\$XXXX
Payee:	XXX Elementary PTO
Date:	XXXX

The PTO is assessed a \$25.00 fee for each deposited item that is returned unpaid. Therefore, the total due to XXX Elementary PTO is now \$_____. Please send a new check, cash, or money order to XXX Elementary School, School Address, School City, State Zip, Attn: PTO.

Thank you for your prompt attention to this matter. If you have any questions, you can call me at home at (615)264-6666.

Sincerely,

Your Name
Treasurer
XXX Elementary PTO

Enc: Copy of returned check