

Falls Lake Academy PTA



[Date]

[Name]

[Address]

[City], [State] [Zip Code]

Dear [Name],

Recently, the Falls Lake Academy PTA received notification from our bank that a check you wrote was returned for insufficient funds. This check was written for [Name of Fundraiser].

The information for this check is:

Check: [Number] [Name of Bank]
Amount: [\$00.00]
Payee: Falls Lake Academy PTA
Date: [Date of Check]

The FLA PTA is assessed a \$35.00 fee for each deposited item that is returned unpaid. Therefore, the total due to FLA PTA is now [\$00.00]. Please send a new check, cash, or money order to:

Falls Lake Academy PTA
Attn: Julie Easter, Treasurer
1701 East Lyon Station Road
Creedmoor, NC 27522

Thank you for your prompt attention to this matter. If you have any questions, you can call me at [Contact Number].

Sincerely,

[Name], Treasurer
Falls Lake Academy PTA

Enclosed: Copy of Returned Check