

Request Letter to Correct an Error in a Check

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

After the completion of the project which was about the reconstruction of your hotel kitchens, we were waiting for the payment. We were told that the payment will be made by cheque and not through the online transaction method. Today, we received the payment cheque. Thank you for the cheque but I'm sorry, I'll have to bother you again. The date mentioned on the cheque is wrong. You've mistakenly put 2006 instead of 2016. Because of this error, we certainly will not be allowed to cash this cheque. Kindly fix this error by either changing the date or issuing another cheque so that we may withdraw our pending payments. Thank you!

Sincerely,

[Your Name]

[Your Title] -Optional-