[date]

[Payee’s Name}

[Address]

[City, State Zip]

Re: [insert check number and reason for check. For example, restitution, bond refund, overage payment]

Dear [insert Payee’s name],

On [insert date of original check], [insert court name] issued you a check that has not cleared the court’s bank account.

Please complete and return the attached affidavit. Upon receipt, the court will issue a replacement check.

If we do not hear from you within ninety (90) days, we will classify your money as unclaimed property and will send it to their the State of Montana or the [insert local government agency] as required by law.

If you have any questions, please call me.

Sincerely,

[insert your name]

[insert your title]

Enclosure