University of Washington

Department Name

BOX 35xxxx

SEATTLE, WA 98195-xxxx

*Date*

According to our records, the check referenced below remains uncashed. Please check

your records to verify that this amount is still owed to you. If the money is still owed to you, upon return of this signed acknowledgement a replacement check will be sent to you. If the University of Washington does not owe you this money, let us know that as well.

Make sure that you give us your correct address. You may respond either by mail, fax or email. Send by mail to the above address, Attn: *Contact Name*. The fax number is 206-xxx-xxxx. The email address is*email name@u.washington.edu*. Be sure to reference the check number in your email. Please respond by *Due Date*.

Check Number:

Check Date:

Check Amount:

Purpose of Check:

\_\_\_ University of Washington does not owe this amount.

\_\_\_ My records indicate I have never received the above check.

\_\_\_Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Please reissue the check and mail to:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_

City, State, Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_