Date:

**Attention**: INSERT APPROPRIATE RECIPIENT/DEPARTMENT

**Re: Breach of Warranty Claim – Transfer or Presentment Warranty**

**Our Reference Number:** INSERT NUMBER

This letter constitutes our claim to your bank arising from your bank’s alleged breach of warranty under Uniform Commercial Code (UCC) presentment warranties (UCC 4-208) or transfer warranties (UCC 4-207) with respect to the following items.

|  |  |  |
| --- | --- | --- |
| *Drawer* | *Payee Name on Item* | *Dollar Amount* |
| Click here to enter | Click here to enter | Click here to enter |

*We reserve any rights that may be available to us with respect to the item(s) under applicable law, regulation or clearing house rule.*

1. TYPE OF WARRANTY CLAIM:

*(Check all that apply below)*

[ ]  **Altered Item**

[ ]  **Indorsement is Unauthorized/Fraudulent**

[ ]  **Missing Indorsement(s)**

1. UCC BASIS FOR WARRANTY CLAIM:

*(Check two boxes below – one for your bank and one for claimant bank)*

[ ]  We are the **Paying Bank** with respect to the item(s) and your bank is:

[ ] the **Depositary Bank** *or*

[ ] a **Collecting Bank** with respect to the item(s).

Summary of applicable UCC presentment warranty**:** UCC 4-208 provides that the presenting bank and the prior transferring bank(s) warrant that:

1. the bank is entitled to enforce the draft or authorized to obtain payment or acceptance of the draft on behalf of a person entitled to enforce the draft; (*See also UCC 3-417 Commentary which states: “Subsection (a)(1) is in effect a warranty that there are no unauthorized or missing indorsements”);* and
2. the draft has not been altered.
3. BRIEF DESCRIPTION OF CLAIM:

*Include description of facts that form the basis of claim and attach any relevant documents*

1. REQUEST FOR RESPONSE TO THIS WARRANTY CLAIM:

We request that your bank please evaluate this claim and respond as soon as possible.

We ask you to provide us with either:

(A) payment in the amount of $INSERT AMOUNT according to settlement instructions below, **OR**

(B) a letter indicating why your bank refuses payment of this warranty claim.

1. SETTLEMENT INSTRUCTIONS:

Mail a Cashier’s Check to the address listed below for the full amount requested or send a wire per instructions:

Bank Name:

Bank Address:

Routing #:

GL Name:

GL #:

1. CONTACT INFORMATION:

If you have any questions concerning this matter, please contact:

INSERT BANK NAME

INSERT PHONE NUMBER AND TIME ZONE, Monday through Friday & other info

INSERT EMAIL ADDRESS

Any written correspondence relating to this letter or the warranty claim can be directed to the following contact person:

Sincerely,

Enclosures