

Company Logo

[To: 1Rotary Trading Corporation](#)

Credit & Collections Office: collections@1rotarytrading.com

(02) 751-2213 • (0917) 637-5290 • (0925) 321-5021

Date: \_\_\_\_\_

*Attn: Credit & Collections Department*

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To the Credit & Collections Officer:

We would like to request that the following check be deposited on \_\_\_\_\_.

Bank and Check No: \_\_\_\_\_

Date of Check: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

This is due to \_\_\_\_\_.

I am aware that the check will be *automatically deposited* on the said date, without any notice to me.

Very truly yours,

\_\_\_\_\_  
(Name of authorized signatory)  
(Position)