



PAJARO VALLEY WATER MANAGEMENT AGENCY

36 BRENNAN STREET · WATSONVILLE, CA 95076

(831) 722-9292 · FAX: (831) 722-3139

www.pvwater.org

Date

Name

Address

Watsonville, CA 95076

Dear _____

Our records indicate that we issued a payment to you more than 6 months ago, and the check has not been cashed. The details are below:

- Check Date:
- Check Number:
- Check Amount: \$
- Description:

If you have the check, please cash it as soon as possible. If you need the check replaced, sign and date below and return this letter to 36 Brennan Street, Watsonville, CA 95076. If you have any questions, please call 831-722-9292.

Thank you for your prompt attention to this matter.

Sincerely,

Teresa Delfino

Finance & Administrative Services Manager

Please issue a new check for the payment referenced above. I have not attempted to negotiate the check, and will not attempt to do so. If I find the check referenced above, I will return it to the Pajaro Valley Water Management Agency. I certify that I am entitled to the funds.

Signed,

Date: _____