[Your Bank's Letterhead]
[Date]
[Your Name]
[Your Address]
[City, State, Zip Code]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Subject: Cheque Return Notification
Dear [Recipient's Name],
We would like to inform you that the cheque numbered [Cheque Number],
dated [Cheque Date], issued by [Drawer's Name], in the amount of [Cheque
Amount], has been returned for the following reason: [Specify Reason for
Return, e.g., insufficient funds, account closed, etc.].
We kindly request that you contact the drawer for further resolution
regarding this matter. Should you have any questions or require
additional assistance, please do not hesitate to contact us at [Bank's
Phone Number] or [Bank's Email Address].
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Position]
[Your Bank's Name]
[Bank's Address]
[City, State, Zip Code]
[Bank's Phone Number]