

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Request for Cheque Compensation

Dear [Bank Manager's Name],

I am writing to formally request compensation for a cheque [provide cheque number], dated [date of cheque], which was issued to me but has not been honored due to [reason for compensation request, e.g., bank error, lost cheque, etc.].

Details of the cheque are as follows:

- Cheque Number: [Cheque Number]
- Amount: [Cheque Amount]
- Date of Issue: [Cheque Date]
- Payee: [Your Name/Company Name]

I kindly ask that you investigate this matter and process the appropriate compensation at your earliest convenience. I have attached relevant documents for your reference.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]