

[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 Return

Dear [Bank Manager's Name],

I hope this letter finds you well.

I am writing to formally request the return of a cheque that was deposited/issued on [date of deposit/issue]. The details of the cheque are as follows:

- Cheque Number: [Cheque Number]
- Amount: [Cheque Amount]
- Date: [Date]
- Payee Name: [Payee Name]

Due to [reason for return, e.g., an error, cancellation, or any other relevant reason], I kindly ask that you process the return of the aforementioned cheque.

Please let me know if you require any additional information or documentation to facilitate this request.

Thank you for your prompt attention to this matter.

Sincerely,

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