

[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 into my account [Your Account Number] on [Deposit Date]. The cheque number is [Cheque Number] and was issued by [Name of the Issuer]. Due to [reason for the return request, e.g., "a discrepancy in the amount" or "the issuer requested the cheque to be canceled"], I kindly ask you to process the return of this cheque at your earliest convenience.

Please let me know if any additional information is needed to facilitate this process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]