[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Bank's Name]
[Bank's Address]
[City, State, ZIP Code]
Subject: Inquiry Regarding Returned Cheque
Dear [Bank Manager's Name],
I am writing to inquire about a cheque that was recently returned. The details of the cheque are as follows:
- Cheque Number: [Cheque Number]
- Amount: [Cheque Amount]
- Date of Issue: [Date of Issue]
- Account Number: [Your Account Number]
I would like to understand the reason for its return and any steps I need to take to resolve the issue. Please provide me with the necessary details at your earliest convenience.
Thank you for your assistance.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]