

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

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

Subject: Return of Bank Cheque

Dear [Bank Manager's Name],  
I hope this letter finds you well.

I am writing to formally request the return of a bank cheque that was issued from my account, details as follows:

- \*\*Cheque Number:\*\* [Cheque Number]
- \*\*Date of Issue:\*\* [Issue Date]
- \*\*Amount:\*\* [Cheque Amount]
- \*\*Payee:\*\* [Payee's Name]

Due to [reason for returning the cheque, e.g., 'a discrepancy in my account', 'the cheque being lost', 'a cancellation of payment', etc.], I kindly ask that you process the return of the mentioned cheque at your earliest convenience.

Please let me know if you require any further information or documentation for this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

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