

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

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

Subject: Request for 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 I had issued on [date of cheque issuance] with cheque number [cheque number]. For your reference, the cheque was issued to [Payee's Name] for the amount of [amount] and was meant for [purpose of the cheque]. However, due to [reason for returning the cheque], I would like to have the cheque returned to me.

I have attached any necessary documents related to this request for your review.

Please let me know if you require any further information or if there are forms that I need to complete to facilitate this process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number] (if applicable)