

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

Subject: Request for Information Regarding Returned Cheque

Dear [Bank Manager's Name or Customer Service],

I am writing to bring to your attention a matter concerning a cheque that was recently returned.

Cheque Details:

- Cheque Number: [Cheque Number]
- Amount: [Cheque Amount]
- Date of Issue: [Date]
- Account Number: [Your Account Number]

I understand that the cheque was returned due to [reason for return, e.g., insufficient funds, stop payment, etc.]. I kindly request a detailed explanation regarding this issue and any necessary steps I should take to rectify the situation.

Please let me know if any further information or documentation is required from my end. I look forward to resolving this matter promptly.

Thank you for your attention to this issue.

Sincerely,

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