

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

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

Dear [Bank Manager's Name],

Subject: Request for Return of Cheque

I am writing to formally request the return of a cheque associated with my account [Your Account Number]. The cheque in question is [Cheque Number, if applicable] dated [Date of Cheque], and was issued to [Payee's Name].

Due to [brief reason for request], I kindly ask that you process the return of this cheque. I would appreciate your assistance in this matter and hope to receive confirmation once the cheque has been returned. Thank you for your attention to this request. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]