

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

[Date]
[Recipient's Name]
[Bank's Name]
[Bank's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Return of Cheque

I hope this letter finds you well. I am writing to formally request the return of a cheque that was issued on [date of issuance], with cheque number [cheque number] and an amount of [amount].

Due to [reason for the request, e.g., cancellation of payment, error in the amount, etc.], I kindly request that you return the cheque to me at your earliest convenience.

Please let me know if any additional information or documentation is needed to process this request. You can reach me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

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