

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Returned Cheque

I hope this letter finds you well. I am writing to formally notify you that a cheque dated [Cheque Date] with the cheque number [Cheque Number], for the amount of [Cheque Amount], was returned due to [Reason for Return, e.g., insufficient funds, closed account, etc.].

The details of the transaction are as follows:

- ****Cheque Number****: [Cheque Number]
- ****Date of Issue****: [Cheque Date]
- ****Amount****: [Cheque Amount]
- ****Reason for Return****: [Reason]

I kindly request that the outstanding amount be settled at your earliest convenience. Please feel free to contact me if you have any questions or if you require further information regarding this matter.

Thank you for your prompt attention to this issue.

Sincerely,

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