[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]
Subject: Request for Return of Cheque
Dear [Bank Manager's Name],
I am writing to formally request the return of a cheque that was recently deposited into my account. Below are the details of the transaction:
- Cheque Number: [Cheque Number]
- Amount: [Cheque Amount]
- Date of Deposit: [Date of Deposit]
- Account Number: [Your Account Number]
The cheque was returned due to [reason for return, e.g., insufficient funds, account closed, etc.]. I would appreciate your assistance in returning this cheque to me at your earliest convenience.
If you require any further information or documentation, please feel free to contact me.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]