

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

[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Return of Cheque

Dear [Recipient Name],

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

Due to [reason for return request], I kindly ask that you return the cheque to me as soon as possible. Please let me know if any further information is required to process this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]