[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank's Name]
[Bank's Address]
[City, State, Zip Code]
Subject: Return of Cheque
Dear [Bank Manager's Name],
I am writing to formally return a cheque that was issued from my account with the number [Your Account Number]. The details of the cheque are as follows:
- Cheque Number: [Cheque Number]
- Date of Issue: [Date of Issue]
- Amount: [Cheque Amount]
Due to [reason for returning the cheque, e.g., "a billing error" or "a change in payment method"], I am requesting that the cheque be reversed and any necessary adjustments be made to my account.
Please confirm the cancellation of the cheque at your earliest convenience. Should you require any further information, feel free to contact me.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]