

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

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Return of Cheque

Dear [Bank Manager's Name],

I am writing to formally return a cheque that I received as payment, which I am unable to process. The details of the cheque are as follows:

- Cheque Number: [Cheque Number]
- Amount: [Amount]
- Date of Issue: [Date]
- Issuer's Name: [Issuer's Name]

The reason for returning this cheque is [brief explanation of reason, e.g., insufficient funds, cancelled cheque, etc.].

Please find the cheque enclosed with this letter. I would appreciate your assistance in processing this matter at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]