

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

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

Subject: Cheque Submission Issue

Dear [Bank Manager's Name],
I hope this letter finds you well.

I am writing to bring to your attention an issue I encountered while submitting a cheque on [date of submission]. The cheque number is [cheque number], and it was for the amount of [amount].

[Briefly explain the issue, e.g., "I noticed that the cheque has not been processed," or "I received a notification indicating that the cheque was returned."]

I kindly request your assistance in resolving this matter at your earliest convenience. Please let me know if you require any further information or documentation to facilitate the resolution.

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]

[Your Account Number (if applicable)]