

[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 was issued to me. Please find the details of the cheque below:

- Cheque Number: [Cheque Number]
- Amount: [Amount]
- Date of Issue: [Date of Issue]
- Payee: [Your Name or Business Name]

The reason for returning this cheque is [brief explanation].

I kindly request that you process this return and provide any necessary confirmation. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]