

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

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

Dear [Bank Manager's Name],

Subject: Request for Return of Unwanted Cheque

I hope this letter finds you well. I am writing to formally request the return of a cheque that I recently received, which I no longer wish to cash or deposit.

Cheque Details:

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

I would appreciate your assistance in returning this cheque to me at your earliest convenience. If there are any forms or procedures that I need to complete, please let me know.

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]