

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Response to Cheque Bounce Notice

Dear [Recipient's Name],

I hope this letter finds you well. I am writing in response to the notice regarding the bounce of cheque number [cheque number] dated [date of cheque], issued by me in favor of [recipient's name or company name] for the amount of [amount].

I acknowledge that the cheque was returned due to [reason for bounce, e.g., insufficient funds, technical error]. I sincerely apologize for any inconvenience this may have caused.

To resolve this matter amicably, I propose the following steps:

1. **\*\*Payment Restructure:\*\*** I will issue a new cheque for the amount of [amount] on or before [date].
2. **\*\*Alternative Payment Method:\*\*** If preferred, I can also transfer the amount electronically via [bank transfer or other payment method] by [date].

Please confirm which option works best for you, or if there are any additional actions you would like me to take.

I appreciate your understanding and look forward to resolving this matter promptly.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]