

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

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

Subject: Clarification Regarding Cheque Bounce

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address the issue regarding the cheque numbered [Cheque Number], dated [Cheque Date], which was recently returned due to insufficient funds.

Firstly, I would like to express my sincerest apologies for any inconvenience this may have caused. It was an unexpected oversight on my part, and I assure you that it was not my intention to cause disruption to our agreement.

The cheque was issued for [Purpose of the Cheque], and while I understand the seriousness of a bounced cheque, I would like to clarify the circumstances that led to this situation. [Briefly explain the reason for the bounce, e.g., unexpected expenses, bank error, etc.].

To rectify this situation, I am prepared to [state your plan, e.g., issue a new cheque, wire the funds, etc.]. Please let me know your preferred method of resolution.

Thank you for your understanding and patience regarding this matter. I appreciate your cooperation and look forward to resolving this as soon as possible.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]