

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

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

Subject: Follow-Up on Cheque Bounce

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to follow up regarding the cheque [Cheque Number] dated [Date of Cheque] issued by you, which was returned due to insufficient funds. The amount of the cheque is [Amount].

As of today, the payment is still pending. I kindly request that you arrange for the payment at your earliest convenience.

Please feel free to contact me if you require any further information or wish to discuss this matter.

Thank you for your prompt attention to this issue.

Sincerely,
[Your Name]