

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

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

Subject: Legal Notice for Cheque Bounce

Dear [Recipient's Name],

This notice is being issued to you in relation to the cheque bearing number [Cheque Number], dated [Cheque Date], which was issued by you in favor of [Your Name/Your Company Name] for an amount of [Cheque Amount]. The cheque was presented for payment on [Presentation Date] but was returned unpaid due to [Reason for Bounce, e.g., insufficient funds, account closed].

As per the relevant provisions of the Negotiable Instruments Act, 1881, you are hereby notified to clear the outstanding amount of [Cheque Amount] within [Number of Days, typically 15 days] from the date of receipt of this notice. If you fail to make the payment within the stipulated time, I will be compelled to take legal action against you for recovery of the amount, along with applicable legal fees and charges. I hope you will treat this matter with urgency and respond promptly to avoid any further legal consequences.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Designation, if applicable]  
[Company Name, if applicable]