

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

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

Subject: Cheque Bounce Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that the cheque (Cheque No: [Cheque Number]) dated [Date of Cheque] that you issued for the amount of [Amount] has been returned unpaid by the bank due to [Reason for Bounce, e.g., insufficient funds, account closed]. As per the provisions of the Negotiable Instruments Act, I kindly request you to settle the amount at your earliest convenience. Please note that if the payment is not received by [Deadline Date], I may have to consider further action.

I appreciate your prompt attention to this matter. Please feel free to contact me if you have any questions or need further clarification.

Thank you.

Sincerely,

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