

[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 Notification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address the recent notification regarding the bounced cheque [Cheque Number] dated [Date of Cheque]. I sincerely apologize for any inconvenience this has caused. The cheque was issued for [Reason for Cheque] and was bounced due to [Reason for Bounce, e.g., insufficient funds, closed account, etc.]. I assure you that this was unintentional, and I am currently taking steps to rectify the situation.

To resolve this matter, I will [State the action you will take, e.g., transfer funds, issue a new cheque, etc.], and I expect to have this resolved by [Proposed Resolution Date].

Please let me know if there are any associated fees or penalties I should be aware of. I appreciate your understanding and patience in this matter.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]