

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

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

Subject: Report of Cheque Bounce

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally report the bounce of a cheque issued by [Drawer's Name] with cheque number [Cheque Number], dated [Cheque Date], for the amount of [Cheque Amount].

The cheque was submitted for clearance on [Date of Submission], but I was notified by your bank that the cheque has bounced due to [reason for bounce, e.g., insufficient funds].

I kindly request your assistance in resolving this matter at your earliest convenience. Please find attached copies of the bounced cheque and any relevant documentation for your reference.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]