

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

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

Subject: Demand for Payment Due to Cheque Bounce

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you about the cheque (Cheque No: [Cheque Number]) dated [Date of Cheque] issued by you in the amount of [Amount] that has been dishonored by the bank due to [reason for bounce, e.g., insufficient funds, account closed].

As per our agreement, this cheque was meant to settle [briefly describe purpose, e.g., an outstanding debt, service payment, etc.]. The cheque was presented for encashment on [Presentation Date] and was returned on [Date of Return].

This letter serves as a formal demand for immediate payment of the outstanding amount of [Amount] within [number of days, e.g., 15 days] from the date of this letter to avoid further legal action. Please ensure that the payment is made via [preferred payment method, e.g., bank transfer, cash, etc.].

If I do not receive the payment within the specified time, I will have no choice but to pursue appropriate legal recourse to recover the debt along with any additional costs incurred.

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

Sincerely,

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