

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

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

Subject: Notification of Cheque Bounce

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally notify you regarding the bounce of cheque number [Cheque Number] dated [Cheque Date], which was issued by you in favor of [Your Name/Company Name] for the amount of [Amount]. The cheque was presented for payment on [Presentation Date] and was returned by the bank due to [Reason for Bounce, e.g., insufficient funds, account closed, etc.].

As per the applicable laws, I would like to bring to your attention that the dishonored cheque has caused [mention any issues or inconveniences caused by the bounce]. I kindly request you to address this matter by [mention any actions you expect them to take, e.g., issuing a new cheque, making the payment in another form, etc.].

Please take this matter seriously, as I would prefer to resolve this amicably. However, if no response is received by [Set a deadline], I may have to consider further actions to recover the dues.

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

Sincerely,

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