

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

Subject: Complaint Regarding Cheque Bounce Incident

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally bring to your attention an incident regarding a cheque that was recently bounced from my account.

Details of the Incident:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Cheque Number: [Cheque Number]
- Date of Issue: [Date the Cheque was Issued]
- Amount: [Amount of the Cheque]
- Reason for Bounce: [Reason provided by the bank, if any]

The cheque was issued to [Payee's Name], and upon presentation, it was returned due to [specific reason]. This incident has caused significant inconvenience, and I seek your urgent assistance in resolving this matter.

I request you to look into this incident and provide clarification regarding the cheque bounce, as I believe there may have been a misunderstanding or error. I appreciate your prompt attention to this issue and would like to know the next steps to rectify this situation. Thank you for your cooperation and understanding.

Sincerely,

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