

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

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

Subject: Cheque Bounce Agreement

Dear [Recipient's Name],

This letter serves as a formal agreement concerning the bounced cheque issued by you on [Date of Cheque] for the amount of [Amount]. The cheque number is [Cheque Number], and it was presented for payment on [Date]. We acknowledge that the cheque was dishonored due to [reason for the bounce, e.g., insufficient funds]. In light of this, we agree to the following terms to settle the matter amicably:

1. ****Payment Plan****: You agree to pay the total amount of [Total Amount] in the following installments:

- Installment 1: [Amount] due on [Due Date]
- Installment 2: [Amount] due on [Due Date]
- [Continue as needed]

2. ****Additional Fees****: An additional charge of [Fee Amount] will be added to the total amount due to cover bank charges incurred.

3. ****Final Settlement****: Upon successful completion of the payment plan, this issue will be considered resolved, and no further claims will be made.

4. ****Legal Consideration****: Should any payment not be made as per the agreed schedule, we reserve the right to pursue legal action.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Your Signature]
[Your Printed Name]

Accepted by:

[Recipient's Signature]
[Recipient's Printed Name]
[Date]