

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

Dear [Payee's Name],

I hope this message finds you well. I am writing to sincerely apologize for the bounced cheque I issued to you on [Date of Cheque].

Unfortunately, due to [brief explanation of the reason, e.g., insufficient funds, bank error], the cheque could not be honored.

I understand the inconvenience this may have caused you, and I take full responsibility for the oversight. I assure you that my intention was never to put you in a difficult situation.

I have since resolved the issue, and I would like to make it right by issuing a replacement cheque and covering any fees you may have incurred as a result. Please let me know the best way to proceed.

Thank you for your understanding and patience in this matter. I appreciate your cooperation and look forward to resolving this promptly.  
Sincerely,

[Your Name]