

[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 Recovery Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address an issue regarding a cheque issued by you, dated [date of the cheque], with the cheque number [cheque number], which was presented for payment but unfortunately bounced due to [reason for bounce, e.g., insufficient funds].

As a result of this, I kindly request the immediate payment of the amount of [amount] along with any applicable charges or fees incurred due to this situation.

Please consider this matter with urgency, as it is important to resolve this promptly to avoid any further complications. I appreciate your cooperation in this matter and look forward to your prompt response.

Thank you for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]