

[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 Notice

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally notify you that the cheque numbered [Cheque Number] drawn on [Bank Name] in the amount of [Amount] issued on [Issue Date] has been returned due to insufficient funds/closed account ([Reason for Bounce]).

As per our agreement, this amount was due on [Due Date]. I kindly request that you rectify this situation by providing the funds within [number of days, e.g., 14 days]. Failure to do so may result in further action, including but not limited to legal proceedings.

Please reach out to me at your earliest convenience to discuss this matter.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]