

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Resolution of Cheque Bounce

I hope this letter finds you well. I am writing to address an issue regarding a cheque that was recently issued and subsequently returned due to insufficient funds.

Details of the cheque are as follows:

- Cheque Number: [Cheque Number]
- Amount: [Amount]
- Date of Issue: [Issue Date]

I sincerely apologize for any inconvenience this may have caused. I have since taken steps to ensure that the necessary funds are available in my account and would like to propose a resolution to this matter.

I kindly request that you allow me to issue a new cheque for the amount mentioned above or, if more convenient, I can arrange for an alternative payment method. Please let me know your preferred solution at your earliest convenience.

I appreciate your understanding and cooperation in resolving this matter promptly. Thank you for your attention to this issue, and I look forward to your reply.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]