

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

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

Dear [Recipient Name],

Subject: Explanation Regarding Cheque Bounce

I hope this message finds you well. I am writing to address the unfortunate incident regarding the cheque I issued to you, identified by cheque number [Cheque Number], dated [Cheque Date], for the amount of [Amount].

Regrettably, this cheque has bounced due to [briefly explain reason, e.g., insufficient funds, bank error, etc.]. I sincerely apologize for any inconvenience this may have caused you.

Please be assured that this matter is of utmost importance to me, and I am working diligently to resolve the issue promptly. I am taking the necessary steps to ensure that the funds are available and that no further issues arise.

As a resolution, I am proposing [suggest a solution, e.g., issuing a new cheque, making an immediate cash payment, etc.]. I appreciate your understanding and patience in this matter.

Thank you for your attention to this issue. Please feel free to contact me if you have any questions or require further clarification.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]