

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

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

Subject: Settlement of Cheque Bounce

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to address the matter concerning the cheque [Cheque Number] issued by me on [Date of Issue]. Unfortunately, the cheque was returned due to [Reason for Bounce].

I acknowledge any inconvenience this may have caused you, and I would like to propose a settlement to resolve this matter amicably. I am willing to make the payment of [Amount] within [Time Frame] to cover the cheque amount as well as any associated charges.

Please find enclosed [any relevant documents, if applicable].

I appreciate your understanding and cooperation in this matter. Please confirm your acceptance of this settlement proposal at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]