

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

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

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Cheque Bounce Incident

I am writing to formally address an incident regarding a cheque issued by your organization that has unfortunately bounced due to [reason for the bounce, e.g., insufficient funds, account closure]. The details are as follows:

- **Cheque Number**: [Cheque Number]
- **Amount**: [Cheque Amount]
- **Date of Issuance**: [Date of Cheque]
- **Bank Name**: [Bank Name]

This bounced cheque has caused [mention any consequences faced, e.g., late fees, inconvenience], which I believe could have been avoided with clearer communication.

I request that you address this matter promptly by [outline your preferred resolution, e.g., issuing a new cheque, making a direct bank transfer], to avoid any further inconvenience. Please feel free to reach out to me directly at [your phone number] or via email at [your email address] should you require any further information.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position] (if applicable)