

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

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

Dear [Recipient's Name],

Subject: Apology for Cheque Bounce

I hope this message finds you well. I am writing to sincerely apologize for the recent bouncing of the cheque [Cheque Number] that was issued on [Date]. I understand that this has caused inconvenience, and I take full responsibility for the oversight.

The cheque was returned due to [reason for bounce, e.g., insufficient funds]. I assure you this was not my intention, and I am taking immediate steps to rectify the situation. I have already [mention any actions you are taking, e.g., transferred funds, issued a new cheque, etc.], and the matter will be resolved shortly.

I appreciate your understanding and patience in this matter. Please let me know if there are any further actions required on my part or if we can discuss this matter further.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Position, if applicable]  
[Your Company Name, if applicable]