

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

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

Subject: Clarification Regarding Cheque Bounce

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide clarification regarding the recent bouncing of cheque number [Cheque Number], dated [Date of Cheque], which was issued by me for the amount of [Cheque Amount] to [Recipient's Name or Company Name].

I understand the gravity of this situation and want to assure you that this was not intentional. [Briefly explain the reason for the cheque bounce, e.g., insufficient funds, bank error, etc.].

To rectify this matter, I am taking the following steps:

1. [List any actions you are taking, such as depositing funds, issuing a new cheque, etc.]
2. [Any additional steps or assurances you are providing]

I kindly request you to consider this letter as a formal communication regarding the bounce. I appreciate your understanding and cooperation in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]