

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

[Bank Manager's Name]
[Bank's Name]
[Bank's Address]
[City, State, Zip Code]

Subject: Complaint Regarding Cheque Bounce

Dear [Bank Manager's Name],

I am writing to formally lodge a complaint regarding a cheque that bounced. The details of the cheque are as follows:

- **Cheque Number:** [Cheque Number]
- **Date of Issue:** [Date of Issue]
- **Amount:** [Amount]
- **Payee:** [Payee Name]

The cheque was issued from my account ([Your Account Number]) and presented for payment on [Presentation Date]. However, it was returned due to [reason for bounce, e.g., insufficient funds, account closed, etc.].

This situation has caused me considerable inconvenience, and I seek your assistance in resolving this matter. I kindly request that you investigate the issue and ensure that the necessary actions are taken to prevent this from happening in the future.

I appreciate your prompt attention to this matter and look forward to your response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]