

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

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

Subject: Cheque Bounce Notice

Dear [Recipient's Name],

I am writing to inform you that the cheque dated [Date of Cheque] bearing the number [Cheque Number] and drawn on [Bank Name] for the amount of [Amount] has been returned unpaid. The reason for the bounce, as stated by the bank, is [Reason for Bounce].

Please consider this letter as a formal notice regarding the cheque bounce. As per our agreement, the amount is now due for immediate payment. I request you to clear this outstanding amount within [Number of Days] days from the date of this notice to avoid further legal action.

Should you wish to discuss this matter, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

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