

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Resolution of Cheque Bounce Issue

Dear [Recipient's Name],

I hope this letter finds you well. We are writing to address the cheque that was recently returned due to insufficient funds, dated [Cheque Date] with cheque number [Cheque Number] amounting to [Cheque Amount].

We acknowledge the inconvenience this may have caused and would like to resolve the situation promptly.

Please find attached the necessary details regarding the bounced cheque and our proposed resolution:

1. ****Replacement Payment****: We request that a new payment be issued in the form of [New Payment Method].
2. ****Payment Due Date****: We kindly ask that this payment be made by [New Payment Due Date].
3. ****Additional Charges****: Please note that a fee of [Fee Amount] may apply as per our terms and conditions.

We appreciate your cooperation and understanding in this matter. If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]