

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

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

Subject: Notice of Cheque Dishonor

Dear [Recipient's Name],

I am writing to formally notify you that the cheque issued by you, bearing the number [Cheque Number] and dated [Cheque Date], drawn on [Bank Name], for the amount of [Amount] has been dishonored due to [Reason for Dishonor, e.g., insufficient funds].

As per my records, this amount was for [brief description of the transaction or service]. Since the cheque has been returned, I kindly request that you resolve this matter by either providing a replacement cheque or making the payment through alternative means.

Please make the payment by [Specify a date], to avoid further actions. Should you have any questions or wish to discuss this matter further, feel free to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]