

[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 Bounce

Dear [Recipient's Name],

I am writing to inform you that the cheque number [Cheque Number], issued on [Date of Issuance] for the amount of [Amount] has bounced due to [reason, e.g., insufficient funds].

As per our agreement, I kindly request that you rectify this situation by [action required, e.g., issuing a new cheque, making the payment]. Please respond within [number of days] days to avoid any further action.

Thank you for your attention to this matter.

Sincerely,

[Your Name]