

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

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to bring to your attention a recent matter regarding a cheque issued by you, dated [Cheque Date], with cheque number [Cheque Number], which was presented for payment on [Presentation Date]. Unfortunately, the cheque was returned due to [specific reason for the bounce, e.g., insufficient funds].

I understand that oversights can occur, and I would like to kindly request that you address this situation at your earliest convenience. Please feel free to reach out if you would like to discuss this matter further or if there are any issues you would like to clarify.

Thank you for your attention to this matter. I look forward to your prompt response.

Warm regards,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]