

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

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

Subject: Notification of Cheque Bounce

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally notify you that the cheque numbered [Cheque Number], dated [Cheque Date], issued by you for the amount of [Cheque Amount] has been returned unpaid due to [Reason for Bounce, e.g., insufficient funds].

As per our agreement, the payment was due on [Due Date]. Please treat this matter with urgency and ensure that the outstanding amount is paid promptly to avoid any further complications.

I kindly request that you arrange for the payment of the bounced cheque amount along with any applicable bank charges at your earliest convenience. The total amount due is [Total Amount Due].

Thank you for your immediate attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]