

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

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

Subject: Notice for Cheque Bounce Recovery

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally notify you regarding the cheque (Cheque No: [Cheque Number]) dated [Cheque Date] issued by you, which was deposited in my bank account on [Deposit Date] and subsequently returned due to insufficient funds. This cheque, drawn on [Bank Name], was for the amount of [Amount] as payment for [Reason for Payment].

In accordance with the provisions of the Negotiable Instruments Act, 1881, I hereby demand the payment of the total amount due, including any applicable bank charges, within [Number of Days] days from the date of this letter. Failure to comply may result in further legal action to recover the stated amount, along with any costs incurred in this process. Please consider this as a final notice before pursuing legal remedies regarding this matter.

Thank you for your immediate attention to this serious issue.

Sincerely,

[Your Signature]
[Your Printed Name]