

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

Subject: Request for Resolution of Cheque Bounce

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally address an issue regarding a cheque that was recently deposited into my account, which has unfortunately bounced.

Cheque Details:

- Cheque Number: [Cheque Number]
- Amount: [Cheque Amount]
- Date of Issue: [Issue Date]
- Date of Deposit: [Deposit Date]

The bounce was due to [specific reason if known, e.g., "insufficient funds" or "signature mismatch"]. I kindly request a detailed report regarding the circumstances surrounding the bounced cheque as it has caused unexpected difficulties on my end.

Additionally, I would appreciate your guidance on the steps I should take to resolve this matter. Please let me know if there are any fees associated with the bounced cheque and how I can proceed to rectify the situation.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Account Number]