[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],
Subject: Notification of Cheque Bounce
I hope this message finds you well.
I am writing to inform you that the cheque (No. [Cheque Number]) dated [Cheque Date] issued by you in favor of [Your Name/Your Company's Name] for the amount of [Cheque Amount], has been returned unpaid due to [reason for bounce, e.g., insufficient funds, account closed, etc.].
As per our agreement, this payment was due on [Due Date]. According to bank protocol, I kindly request that you address this issue at your earliest convenience and arrange for an alternate method of payment.
Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you wish to discuss this matter further.
Thank you for your attention to this issue.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]