

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

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

Subject: Notice of Cheque Bounce

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you regarding an issue with the cheque (Cheque No. [Cheque Number]) issued by you, dated [Date of Cheque], for the amount of [Amount]. Unfortunately, the cheque has been returned due to [Reason for Bounce, e.g., insufficient funds, account closed, etc.].

As per our previous agreement, this amount was due for [purpose, e.g., payment for services rendered, goods purchased, etc.]. Kindly find attached a copy of the bounced cheque and the bank statement for your reference.

I request you to kindly settle this outstanding amount at your earliest convenience to avoid any further actions. Please confirm the payment method you would prefer to use.

I appreciate your prompt attention to this matter. Should you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]