

[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],

I hope this letter finds you well. I am writing to bring to your attention an important matter regarding a cheque that was issued by you, which unfortunately has bounced. The details of the cheque are as follows:

- Cheque Number: [Cheque Number]
- Amount: [Amount]
- Date of Issue: [Date]
- Bank: [Bank Name]

This situation has caused some inconvenience, and I would appreciate your prompt attention to this matter. I kindly request that you take the necessary steps to resolve the issue, whether it be by issuing a new cheque or arranging for an alternative payment method.

Please feel free to contact me at your earliest convenience to discuss this further. I am hopeful that we can resolve this matter amicably.

Thank you for your attention to this issue.

Sincerely,

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