

[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 that the cheque numbered [Cheque Number], dated [Date of Cheque], for the amount of [Amount] issued by you, has been returned unpaid due to [reason for bounce, e.g., insufficient funds, account closed].

As per our agreement, this cheque was intended for [describe purpose, e.g., payment for services rendered, goods supplied]. The dishonor of the cheque is concerning, and I would like to request that the amount be settled promptly.

Kindly arrange for an alternative payment method within [number of days, e.g., 7 days] to avoid any further complications.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]