

[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: Explanation for Cheque Bounce

I hope this message finds you well. I am writing to address the recent issue regarding the cheque (Number: [Cheque Number]) that I issued to you on [Date of Issuance], which unfortunately bounced.

The reason for the cheque bouncing was due to [brief explanation, e.g., insufficient funds in my account, a bank error, etc.]. I have since resolved the issue and have taken steps to ensure that it does not happen again in the future.

I sincerely apologize for any inconvenience this may have caused you. To rectify the situation, I am enclosing a new cheque (Number: [New Cheque Number]) for the amount of [Amount]. Please feel free to reach out to me if you have any questions or require further assistance.

Thank you for your understanding and patience in this matter.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]