

[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 letter finds you well. I am writing to inform you that the cheque [Cheque Number] issued by you on [Date of Issuance] for the amount of [Amount] has been returned due to insufficient funds in your account. This transaction was expected to be processed on [Date of Presentation], and I was surprised to learn that the cheque could not be cleared. According to my bank, the reasons cited for the bounce are [specify reason if available].

I kindly request that you ensure sufficient funds are available and issue a replacement cheque at your earliest convenience to settle the amount owed.

Please feel free to contact me if you have any questions or require further information regarding this matter. Thank you for your prompt attention to this issue.

Sincerely,

[Your Signature, if sending a hard copy]
[Your Printed Name]