[Your Company Letterhead]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]
Subject: Notification of Cheque Bounce
Dear [Recipient's Name],
We regret to inform you that the cheque issued by you with the following details has bounced:
- **Cheque Number:** [Cheque Number]
- **Amount:** [Amount]
- **Date of Issuance:** [Date]
- **Bank Name:** [Bank Name]
The cheque was returned due to the following reason: [Reason for Bounce, e.g., insufficient funds, account closed, etc.].
As per our records, the total outstanding amount now is [Total Outstanding Amount]. We kindly request you to address this matter at your earliest convenience to avoid any further complications.
Please arrange for an alternative payment method within [specified timeframe]. If you have any questions or need further assistance, do not hesitate to contact us at [Your Contact Information].
Thank you for your prompt attention to this matter.
Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]