Cheque Dishonor Letter To Bank

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Subject: Cheque Dishonored

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inform you about a recent incident concerning the dishonor of a cheque issued from my account with your esteemed bank.

Account Holder Name: [Your Account Holder Name]

Account Number: [Your Account Number]

Cheque Number: [Cheque Number]

Cheque Amount: [Cheque Amount]

Date of Issuance: [Cheque Issuance Date]

On [Cheque Issuance Date], I issued the above-mentioned cheque from my account to [Payee Name] for the payment of [Reason for Payment]. However, I was informed by the payee that the cheque was dishonored due to [reason for dishonor, e.g., insufficient funds, signature mismatch, etc.].

I understand that the dishonor of a cheque is a serious matter, and I am deeply concerned about this issue. I would like to apologize for any inconvenience this may have caused to the payee and any inconvenience it may have caused to your bank.

I have taken immediate measures to rectify the situation and ensure that sufficient funds are available in my account to honor the cheque. I request your assistance in reprocessing the cheque

or facilitating a suitable solution to the issue at the earliest.

Please find attached the copy of the dishonored cheque and the relevant account statement for your reference. If there is any additional information required from my end, kindly let me know, and I will promptly provide it to resolve this matter.

I assure you that this incident is an exception, and I have always maintained a good banking record with your institution. I have been a loyal customer for [mention duration] and have had a satisfactory banking relationship with your bank.

I am confident that with your support and cooperation, we can swiftly resolve this issue. I am looking forward to your prompt attention and resolution of this matter.

Thank you for your understanding and cooperation. If you require any further information, please feel free to contact me at [Your Phone Number] or via email at [Your Email Address].

Yours faithfully,

[Your Name]