

Request for action on dishonored cheque

Subject: Notification of Cheque Dishonor “ [Cheque Number]

Dear [Bank Manager Name],

I am writing to inform you that cheque number [Cheque Number], dated [Date], issued by [Account Holder Name] for the amount of [Amount] has been dishonored due to [Reason: e.g., insufficient funds, signature mismatch, stop payment].

Please provide the necessary documentation and guidance regarding any fees or next steps required to resolve this issue. I request your prompt attention to this matter to ensure proper account management and compliance with bank procedures.

Thank you for your assistance.

Sincerely,

[Your Name]

[Contact Information]

[Account Number, if relevant]

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