

Digital communication to bank about cheque issue

Subject: Action Required – Dishonored Cheque [Cheque Number]

Dear [Bank Officer],

I am notifying you that cheque number [Cheque Number], drawn on my account [Account Number], dated [Date], has been dishonored due to [Reason].

Kindly advise on the procedure for rectifying this issue and any penalties or charges that may apply.

Your prompt response will be appreciated to resolve this matter efficiently.

Best regards,

[Your Name]

[Contact Information]

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