

Immediate action request for dishonored cheque

Subject: Urgent: Cheque Dishonor Notification " [Cheque Number]

Dear [Bank Manager Name],

I am writing to urgently bring to your attention that cheque number [Cheque Number] issued on [Date] has been dishonored due to [Reason]. Immediate guidance is requested on the resolution process and any actions required from my side.

I request your swift assistance to avoid further complications and ensure accurate records.

Thank you,

[Your Name]

[Contact Information]

[Account Number]

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