

Initial notice to bank about cheque issue

Subject: Preliminary Notification of Cheque Dishonor “ [Cheque Number]

Dear [Bank Officer],

This letter serves as a preliminary notification that cheque number [Cheque Number] dated [Date] has been dishonored due to [Reason]. I would like to understand the required procedures to address this matter and any fees applicable.

Please provide guidance at your earliest convenience.

Sincerely,

[Your Name]

[Contact Information]

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