To, Date\_\_\_\_\_\_\_

XYZ Name…

Office/Home Address…

***Sub: Warning Letter after Cheque Bounce***

Dear Sir/Madam,

I am writing this letter to inform you that the cheque which you allotted to (Account title) on behalf of (Name) published on (date) got bounced due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Explain error type). It was issued on the total amount of (Money amount) only. As you know that this payment has already been delayed and both companies relations can get seriously bad on the further delay of this payment so you are requested to kindly reissue this cheque today and inform me as soon as possible so that I may withdraw this amount and deposit it in (Account holder) account. Kindly check again for any errors.

I hope you will respond to my request as soon as possible.

Thanking you in advance. Yours Faithfully

Stamp / Sign