


☐

I'm not robot


reCAPTCHA

I'm not robot!

Cheque bounce letter format to bank

From: The Manager, (Name of the Company) (Address) Date: / / (Date) To: (Name of the Customer) (Address of the Customer) Subject: Payment of Order No. (order no./Dear Sir/Madam, This letter is in reference to your purchase of (product name) bearing order no. (order number) and invoice number (invoice number), dated (Date),/ (Your name) (Designation) would like to inform you that the payment received for the above-mentioned vide cheque number (cheque number) amounting (amount) was bounced and return by the bank with reason (reason for cheque bounce - mention). I request you to kindly pay the amount of (amount) within (no. of days) to avoid any applicable charges. You can make payment via alternative modes (online/swipe machine/any other: if applicable). Regards, (Signature) (Name) (Name of the Company) Incoming Search Terms: letter for bounced cheque return sample letter to customer regarding cheque bounce Cheque bouncing can happen due to several reasons. Either balance may be below, or the signature is not properly done by the account holder. You need to state it specifically to the account holder, whatever the reason. For the convenience of the account holder, you must mention the cheque number and amount that has been mentioned for the withdrawal.

1 [From] [Address] To: [Address] Subject: letter regarding bounced cheque Dear sir/madam, This letter is to inform you that the payment made by you to us on (mention date) of the amount has been bounced due to insufficient funds in the bank account. We deposited the cheque for the second time on (mention date), and it got bounced again. Now, we cannot be able to deposit the cheque for the third time, and thus we would request you to make the payment via money order or online transfer. We are thankful for the business relationship with us, and we would genuinely appreciate it if you could resolve this issue at soon as possible. Thank you for being so cooperative. We look forward to serving you for many coming years. Thanking you Sincerely, [Sender Name] Download Template : (pdf, docs, ODT, RTF, txt, HTML, Epub, Etc) Letter Template: 2 [Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number] [Date] [Recipient's Name] [Recipient's Address] [City, State, Zip Code] Subject: Notification of Bounced Cheque Dear [Recipient's Name], I hope this letter finds you well. I am writing to inform you that the cheque [Cheque Number] in the amount of [Cheque Amount] issued by you on [Cheque Date] has been returned by our bank due to insufficient funds in your account. As a result, the cheque has been marked as "bounced" by the bank. A bounced cheque is a serious matter that can have legal and financial implications. It is important to address this matter promptly to avoid any further complications. We understand that financial difficulties can arise unexpectedly, and we are open to discussing alternative payment arrangements to resolve this matter amicably.

[Legal notice for cheque bounce](#)

Introduction

When a cheque is presented at the bank and it is returned unpaid, then it is called as cheque bounce. In such a scenario, a legal notice for cheque dishonour is given to the person who issued the cheque. Such a notice for cheque bounce is considered as a threat and intimidation to the person issuing that cheque in lieu of non-payment. It is considered as offence in India and punishable with imprisonment or fine under *Section 138 of the Negotiable Instruments (NI) Act*. Therefore, a notice for cheque bounce must be presented within 30 days of cheque return to the cheque issuer.

Reasons for Cheque bounce

There are many reasons for cheque bounce/Dishonour of cheques – such as:

1. Lack of funds in the bank account of the person issuing the cheque
2. In case of minors holding a bank account wherein the signatures on the cheque do not match with the original signature of the person who issued the cheque
3. If the cheque has expired as the validity of a cheque is up to 3 months
4. Post Dated Cheques (PDC) which are cheques issued for a future date that is being presented earlier than they are due.
5. There is a great chance for the cheque to bounce if the cheque has any alteration in the words and in numbers for the amount payable.
6. When the details of cheque are unclear
7. A cheque can be dishonoured because of any kind of scribbling, overwriting, correction etc.

When Can Legal Notice for Cheque Dishonour Be Issued?

A legal notice for cheque is an intimation that the beneficiary of cheque will proceed with the institution of legal proceedings if the payment of money is not done. Such a cheque is sent by the advocate on behalf of the plaintiff to the defaulter. The following are the conditions that must be met for to issue a legal notice for cheque bounce which are provided under section 138 of the Negotiable Instruments Act.

- A liability must incur on the cheque.
- The cheque must have not expired and it should necessarily be presented within 6 months.
- The bank should have returned the cheque due to insufficient funds.
- The cheque drawer didn't make payment within 15 days of the receipt of the legal notice for cheque bounce.
- Legal proceeding is initiated within 30 days whence the notice for such dishonour of cheque is served upon.

Issuance and Reply of legal notice for cheque bounce

We kindly request that you immediately make arrangements to settle the outstanding amount of [Cheque Amount], along with any additional charges or penalties that may have been imposed by our bank. The payment can be made through [preferred payment method, such as bank transfer, cash, or certified cheque]. Failure to address this matter and fulfill your financial obligation within [specify a reasonable timeframe, e.g., 10 business days] from the receipt of this letter may result in further action, such as legal proceedings or reporting the incident to the appropriate authorities. We value our business relationship and hope to resolve this issue in a fair and cooperative manner. If you have any questions or require any further clarification regarding the bounced cheque or payment arrangement, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

We are here to assist you and find a mutually beneficial solution. Please treat this matter with the utmost urgency, as prompt resolution will help us avoid any unnecessary escalations. We trust that you understand the importance of fulfilling your financial commitments and will take the necessary steps to rectify this situation promptly. Thank you for your immediate attention to this matter. We look forward to receiving the outstanding payment and resolving this issue amicably. Yours sincerely, Similar Posts: Cheque Bounce Apology Letter: 4 Types Templates Cheque Acceptance Letter: 4 Templates: Refund Request Letter: 22 Templates and Emails Bank Authorization Letter: 6 Templates Bank Account Closing Letter: 7 Templates How to Write a Transfer Letter: 34 Templates Landlord Tenant Termination Letter: 4 Templates How to Write Approval Letter: 54+ Template How to Write a Claim Letter: 35+ Free Templates How to Write a Complaint Letter: 15 (Free) Templates Was this article helpful? "Business, marketing, and blogging - these three words describe me the best. I am the founder of Burban Branding and Media, and a self-taught marketer with 10 years of experience. My passion lies in helping startups enhance their business through marketing, HR, leadership, and finance."

[illegible]

I am on a mission to assist businesses in achieving their goals."