

[Date, Month, Year]

To

[Cheque Issuer Name]

[Address line 1]

[Address line 2]

[City, State, Pin Code]

Sub: Request for payment

Dear Sir/Madam,

You agreed to purchase from me the below mentioned [goods/services] on [Date, Month, Year] at a price of [Rs. Amount in number and words] as per invoice [No. XXX].

1. Description of [goods/services] provided.

The [goods/services] were duly delivered on [Delivery Date]. As payment for the [good/services] delivered, you issued a cheque in my favour bearing number [No. Cheque Number], dated [Cheque Date] on [Cheque Bank Name].

The cheque was duly presented to the Drawee Bank but payment has been unfortunately refused by the Drawee Bank with the endorsement – “[Funds not sufficient]” vide [Returning Memo No.] on [Cheque Return Date].

In these circumstances, I request you to pay me the above mentioned amount of Rs. [Cheque Amount] at the earliest.

Your faithfully,

[Cheque Payee Name & Address]