

To
The Chief Manager
Write the bank name
Write the branch name (e.g Kalkaji branch)
Write the city name

Dear Sir / Madam

Sub: Non-clearance of the deposited cheque - Reg.

I have an SB account in your bank and my account no. is xxxx (write your Savings Bank account no. in place of xxxx).

I had deposited a cheque bearing no. _____ (write the cheque no. in the blank space) on _____ (write the date on which the cheque was deposited). I would like to bring to your notice that the deposited cheque is not cleared till date. I had to visit your branch several times to give a verbal complaint to the concerned but no action has been taken from your side.

I am undergoing financial loss due to the delay in clearing the cheque and my business is getting affected due to this issue.

Request you to looking into the issue and solve it at the earliest / asap to avoid further financial loss. Please credit the amount to my SB account at the earliest.

Details of the cheque deposited:

Cheque no. _____ (write the cheque no. in the blank space).

Issued bank: Write the name of bank that has issued the cheque.

Amount: Rs.____/-. (write the amount)

Deposited on: _____ (write the date on which you deposited the cheque)

No. of days delayed: ____ (write for how many days it is delayed to clear the cheque)

SB A/c no. xxx (write your Savings Bank a/c no.)

Thanking you,

Yours Sincerely

Sign here
(Write your full name in brackets)