# Cheque Bounce Notice Format

Cheque bounce refers to another term called Cheque Non-payment. In India and in the rest of the world, this is counted as a bad cheque and it is a punishable offense where the punishment can either be imprisonment, penalty fees or both.

If you have received such a cheque, then the following format is the one through which a notice can be forwarded to the one that has issued you the cheque in order to request payment. This format is under Section 138 of Negotiable Instrument act.

**Format of the Notice**

Regd. AD/ UPC/ BY HAND  
Dated————–  
To   
[Name of the issuer of the cheque]  
[Address of the issuer of the cheque]  
Sub.:- Legal notice under Section 138 of the Negotiable Instrument Act.

Sir,

The cheque No [cheque number] dated [date as given on the cheque] for an amount of [amount mentioned on the cheque] drawn on the [bank branch on which the cheque is drawn] branch, was issued by you in lieu of discharge of your financial liabilities to us.

The said cheque was presented for payment but the same has been returned by your bank with the endorsement [Funds on Sufficient]. The Bank has informed us through their cheque return memo dated [the memo date specified].

You are now requested to make the payment of the above said amount immediately in accordance with the provisions of section 138 of Negotiable Instrument Act failing which we will initiate criminal proceedings against you as contemplated under the above said section.

This is for your information.  
Yours

[Your Name]

[Your Address]