

Apology Letter for Bounced Cheque

[Your Name]

[Address]

[Date]

Dear [Your Name],

Our business relationship has been quite old now and is strengthening every day. You have been one the most trusted vendors I know and you are and will be first choice forever.

I purchased [XXX] from you last week and the order was received in time. I am highly grateful to you for the excellent and timely delivery. As you know, timely delivery and stock management is very valuable for my business.

I have always tried to pay you in time. If I get the best services from you, even you in return deserve timely payment from our side. However, after contacting the bank yesterday, I found out that your payment has not been made yet. I had attached a cheque with your invoice, which unfortunately has been bounced. I am extremely embarrassed to know this. My intentions were never to create a lag in payment or to deceive you. It has been my own negligence due to which this has happened.

I was sure about sufficient funds in account until yesterday, I found out that a payment has not been received in my account yet due to which my funds were insufficient to pay you. I have attached a new cheque in this letter.

Please accept my sincere apologies for the delay and the cheque. I will make sure this does not happen in the future as I plan to review my bank account regularly.

Sincerely,

[Your Name]