(*Date of issue of notice)*

*(Name of the drawer of the cheque,)*

*(Address of the drawer of the cheque)*

 Sir/Madam,

I, *name and address of the payee*, is issuing notice to you for the dishonour of cheque as under:

1. You had approached me on (date) for doing business and purchased from me the required items (description of the items or goods) or availed the required (description of the service) services at a price of Rs. (amount in figures and words).
2. Thereafter, you issued the cheque bearing number (number of the cheque) dated (date of the cheque) drawn on (name of the bank) for a sum of Rs. (amount in figures and words).
3. I presented the said cheque issued by you for collection to the bank (name of the bank) having a branch office at (address of branch office) on (date of presentation of the cheque for payment). To my utter shock, the said cheque was dishonoured, and the same was returned to me with the endorsement of “Funds Insufficient”. I received the intimation of dishonour of cheque on (date of receipt of intimation of dishonour of cheque) by the bank.
4. I request you to pay the said sum of Rs. (amount of payment of the cheque) at the earliest.
5. Failure to pay the amount mentioned above within 15 days of receipt of this notice amounts to an offence under Section 138 of the Negotiable Instruments Act, 1881. Thus, appropriate legal action will be initiated against you.

 Yours faithfully,

 (*Payee Name and Signature*)