

Bounced Check Repayment Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address the bounced check dated [Insert Date of Check], with a check number of [Insert Check Number], issued to [Recipient's Name/Company] for the amount of [Insert Amount].

I sincerely apologize for any inconvenience this may have caused. Due to unforeseen circumstances, I was unable to maintain sufficient funds in my account at that time.

To resolve this matter, I propose the following repayment plan:

- Total Amount Due: [Insert Amount]
- Proposed Payment Schedule:
 - 1st Payment: [Insert Amount] on [Insert Date]
 - 2nd Payment: [Insert Amount] on [Insert Date]
 - Final Payment: [Insert Amount] on [Insert Date]

I am committed to rectifying this situation and would appreciate your understanding and cooperation. Please let me know if you are open to this proposal or if you would like to discuss alternative arrangements.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]