[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Branch Manager's Name]
[Bank Name]
[Branch Address]

Subject: FOLLOW-UP: Formal Grievance Regarding Dishonored Cheque due to Internal Bank Error - Account Number [Your Account Number]

Dear [Branch Manager's Name],

I am writing to follow up on my previous communication dated [Date of First Letter/Complaint] regarding a cheque that was wrongfully dishonored by your branch. To date, I have not received a satisfactory resolution or a formal confirmation that the error has been rectified.

The details of the transaction are as follows:

- **Cheque Number:** [Cheque Number]
- **Date of Issue:** [Date]
- **Amount:** [Amount]
- **Payee Name:** [Payee Name]
- **Reason for Dishonor:** [Reason given by bank, e.g., Insufficient Funds]

As stated previously, my account held sufficient cleared funds at the time of presentation. The dishonor occurred due to an internal bank error, specifically [mention error if known, e.g., delayed posting of a deposit or technical glitch].

This error has caused significant professional embarrassment and potential financial penalties. I am hereby requesting that the bank performs the following actions within [Number] business days:

1. Provide a formal written apology for the error.
2. Issue a letter to the payee explaining that the dishonor was entirely due to a bank error to protect my credit reputation.
3. Reverse all wrongful dishonor charges and any associated late fees incurred from the payee.

Please provide a written response regarding the status of this grievance. Should this matter remain unresolved, I will be forced to escalate this complaint to the Banking Ombudsman or the relevant regulatory authority.

Yours sincerely,

[Your Signature]

[Your Printed Name]