

[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Date]

To,  
The Branch Manager,  
[Bank Name]  
[Branch Address]  
[City, State, Zip Code]

**Subject: Official Grievance regarding Wrongful Dishonor of Cheque due to Verification Error**

Dear Sir/Madam,

I am writing to formally lodge a grievance regarding the wrongful dishonor of a cheque issued from my account [Account Number].

The details of the cheque are as follows:

- **Cheque Number:** [Cheque Number]
- **Date of Cheque:** [Date]
- **Payee Name:** [Payee Name]
- **Amount:** [Amount]
- **Date of Dishonor:** [Date of Return]

I have been informed that the cheque was returned unpaid citing a "Verification Error" (e.g., signature mismatch or technical verification failure). However, I wish to state that the signature provided is authentic, and there were sufficient funds available in my account at the time of presentation.

This error has caused me significant inconvenience, financial loss, and damage to my reputation with the payee. I request you to investigate this matter immediately and provide a formal explanation for this oversight.

Furthermore, I request that the bank:

1. Reverse any wrongful dishonor charges or penalties levied on my account.
2. Issue a formal letter of apology to the payee to clarify that the error was on the bank's part.
3. Ensure that my credit standing remains unaffected by this incident.

I look forward to your prompt response and resolution of this matter within [Number of Days] days. I have attached a copy of the Return Memo for your reference.

Yours sincerely,

[Signature]

[Your Printed Name]