**Name of Drawer**

**To**

Name of the officer  
Designation  
Company  
Address  
  
**Sub: Reissuance of an Expired Cheque.**  
  
Dear Sir,  
  
Please refer to the above captioned subject. You issued me a cheque amounting to [insert cheque amount, i.e. USD 2500.00], vide cheque no.: [insert cheque number]., dated [insert issuance date], drawn on [insert drawer's bank name]. However, due to preoccupation with various businesses I could not encash the subject cheque within the valid timeframe.   
  
Since the cheque has expired, I would highly appreciate if you kindly reissue a fresh cheque as early as possible.   
  
Thank you in advance for your anticipated co-operation.  
  
Best Regards,  
  
*Handwritten Signature*  
**(Name of Signatory)**  
Designation