

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Cheque Cancellation Request

Dear [Bank Manager's Name],

I am writing to formally request the cancellation of a cheque issued from my account. The details of the cheque are as follows:

- Cheque Number: [Cheque Number]
- Amount: [Amount]
- Date of Issue: [Date of Issue]
- Account Number: [Your Account Number]

Due to [reason for cancellation], I would like to request that this cheque be cancelled.

Please confirm the cancellation of the cheque at your earliest convenience. If you require any further information, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]