[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]
Subject: Stop Payment Instruction
Dear [Bank Manager's Name or Customer Service],
I am writing to request a stop payment on a cheque that I issued. Below are the details of the cheque:
- Cheque Number: [Cheque Number]
- Date of Issue: [Date of Issue]
- Amount: [Amount]
- Payee: [Payee Name]
The reason for this stop payment request is [reason for stop payment, e.g., lost cheque, dispute, etc.].
Please confirm the stop payment at your earliest convenience. If you require any additional information or documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].
Thank you for your prompt attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]