

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

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

Subject: Stop Payment Request for Cheque

Dear [Bank Manager's Name],

I am writing to formally request a stop payment on cheque number [cheque number] issued on [issue date] from my account [account number].

Details of the cheque:

- Payee: [Payee Name]
- Amount: [Cheque Amount]
- Reason for Stop Payment: [Brief explanation]

Please ensure that this stop payment request is processed immediately to prevent any further transactions involving this cheque. If you require any further information or documentation, feel free to contact me at the phone number or email address provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]