

[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 a cheque that I issued.

**\*\*Cheque Details:\*\***

- 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, stolen, or disputed cheque].

Please confirm that the stop payment has been successfully placed on this cheque and inform me of any fees associated with this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]