[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, ZIP Code]
Subject: Request to Stop Payment on Cheque
Dear [Manager's Name/Operations Manager],
I am writing to formally 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 request is [brief explanation of the reason]. I kindly ask that you process this request at your earliest convenience. Please confirm when the stop payment has been successfully executed. If there are any fees associated with this request, please let me know.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]