

[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 Cheque Payment

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally request the cancellation of payment for the cheque listed below:

****Cheque Number:**** [Cheque Number]

****Amount:**** [Amount]

****Date of Issue:**** [Date of Issue]

****Payee:**** [Payee Name]

The reason for this request is [briefly explain reason, e.g., "the transaction was made in error," "the services were not rendered," or "the cheque was lost"].

Please confirm the cancellation of this cheque payment at your earliest convenience. Should you require any additional information or documentation to process this request, please do not hesitate to contact me.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number]