[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]
Subject: Request for Stoppage of Cheque
Dear [Bank Manager's Name],
I am writing to formally request the stoppage of a cheque issued from my account. Below are the details of the cheque:
- **Cheque Number:** [Cheque Number]
- **Amount:** [Amount]
- **Date of Issue:** [Date of Issue]
- **Account Number:** [Your Account Number]
The reason for this request is [Brief explanation of the reason, e.g., loss of cheque, dispute, etc.].
I kindly ask you to halt any further processing of this cheque to prevent any unauthorized transactions.
Thank you for your prompt attention to this matter. Please confirm the stoppage at your earliest convenience.
Sincerely,
[Your Signature (if sending via post)]
[Your Printed Name]