

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

Subject: Request to Halt Cheque Payment

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the halting of payment for a cheque issued from my account.

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

- Cheque Number: [Cheque Number]
- Amount: [Cheque Amount]
- Date of Issue: [Date of Issue]
- Account Number: [Your Account Number]

The reason for this request is [briefly state reason, e.g., loss of cheque, dispute, etc.]. I kindly ask you to stop the payment and confirm the action taken at your earliest convenience.

Thank you for your attention to this matter. If you require any further information, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]