

[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 [Bank Manager's Name],

I am writing to request a stop payment for a cheque issued from my account. Below are the details of the cheque:

- ****Cheque Number****: [Cheque Number]
- ****Date of Issue****: [Date of Issue]
- ****Payee Name****: [Payee Name]
- ****Amount****: [Cheque Amount]

The reason for this stop payment request is [brief explanation of reason, e.g., loss of cheque, dispute with payee, etc.]. I understand that there may be a fee associated with this request.

Please confirm the stop payment request at your earliest convenience. If you need any further information, feel free to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Account Number]