

****Stop Cheque Payment Notification****

****[Your Name]****

****[Your Address]****

****[City, State, Zip Code]****

****[Email Address]****

****[Phone Number]****

****[Date]****

****[Bank's Name]****

****[Bank's Address]****

****[City, State, Zip Code]****

Subject: Stop Payment Request for Cheque

Dear [Bank Manager's Name],

I am writing to formally request a stop payment on a cheque that I issued. Below are the details of the cheque for which I am requesting the stop payment:

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

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

- ****Amount:**** [Cheque Amount]

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

Reason for Stop Payment: [Brief Explanation]

Please confirm the processing of this request at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]