

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

[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Stop Cheque Payment Request

Dear [Bank Manager's Name/ Customer Service],

I am writing to formally request the stop payment of a cheque that I have issued. Below are the details of the cheque:

- Cheque Number: [Cheque Number]
- Amount: [Cheque Amount]
- Payee: [Payee's Name]
- Date of Issue: [Date of Issuance]
- Reason for Stop Payment: [Reason]

Please take the necessary action to prevent the cheque from being processed and notify me once this request has been completed. I understand that there may be a fee associated with this service and I am willing to pay as required.

Thank you for your attention to this matter.

Sincerely,

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