

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

[Bank Name]
[Bank Address]
[City, State, ZIP Code]

Subject: Stop Payment Request for Cheque

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a stop payment on a cheque that I issued. Below are the details of the cheque:

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

The reason for this stop payment request is [brief explanation of the reason, e.g., "the cheque was lost," "the payment was disputed," etc.]. Please process this request at your earliest convenience and confirm the stop payment via [email/phone/mail].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number]