

[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 Lost Cheque

Dear [Bank Manager's Name],

I am writing to request a stop payment on a cheque that I have lost.

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

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

I have taken all necessary steps to locate the cheque, but unfortunately, it appears to be lost. I kindly ask you to stop payment on this cheque to prevent any unauthorized transactions.

Please confirm the initiation of this stop payment request and let me know if there are any forms or additional information required.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]