

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

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

Subject: Request for Stop Payment on Cheque

Dear [Bank Manager's Name],

I am writing to formally request the stop payment of a cheque that I issued.

**\*\*Details of the Cheque:\*\***

- Cheque Number: [Cheque Number]
- Amount: [Cheque Amount]
- Date of Issuance: [Date]
- Payee: [Payee Name]

The reason for this request is [brief explanation of the reason for stop payment].

Please confirm the stopping of the cheque at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]