

[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

Dear [Bank Manager's Name],

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

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Check Number: [Check Number]
- Amount: [Check Amount]
- Payee: [Payee's Name]
- Date of Issue: [Date the Check was Issued]

The reason for this request is [brief explanation of the reason, e.g., "the check was lost" or "the transaction was unauthorized"].

I understand that a fee may be applied for this service, and I am willing to cover any associated charges. Please confirm the execution of this stop payment request at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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