

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

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

Subject: Request to Halt Payment on Cheque

Dear [Bank Manager's Name],

I am writing to formally request a halt on the payment of a cheque that I issued on [date of issuance]. Below are the details of the cheque:

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

The reason for this request is [brief explanation of reason, e.g., lost cheque, dispute with payee, etc.].

I kindly ask that you stop any payment on this cheque and confirm the action taken. Should you need any further information, please do not hesitate to contact me at [your phone number] or [your email address]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]