[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 am writing to formally request a stop payment on a cheque that I issued. Below are the details of the cheque in question:
- **Cheque Number:** [Cheque Number]
- **Date of Issue:** [Date of Issue]
- **Amount:** [Amount]
- **Payee Name:** [Payee Name]
The reason for this request is [brief explanation of the reason, e.g., lost, stolen, dispute, etc.].
Please confirm that the stop payment has been processed and let me know if you require any further information or documentation.
Thank you for your assistance.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Account Number] (if applicable)