

[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 hope this letter finds you well. I am writing to formally request a stop payment on a cheque I issued.

Details of the cheque are as follows:

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

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

Please process this stop payment request at your earliest convenience. If there are any forms or additional information required, kindly let me know.

Thank you for your attention to this matter.

Sincerely,

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