

# Letter of Instruction to Stop Check Payment

To: [Bank Name]

Address: [Bank Address]

Date: [Current Date]

Account Holder: [Your Name]

Account Number: [Your Account Number]

Subject: Instruction to Stop Payment on Check

Dear [Bank Manager's Name],

I am writing to request an immediate stop payment on the following check:

- Check Number: [Check Number]
- Amount: [Check Amount]
- Payee: [Payee Name]
- Date of Check: [Date on Check]

The reason for this request is [Reason for Stop Payment].

Please confirm the stop payment and any fees associated with this request. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]