

Date: [Insert Date]

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

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

Subject: Request to Stop Payment on Check

Dear [Bank Manager's Name],

I am writing to formally request a stop payment on a check that I issued on [date of check issuance]. The details of the check are as follows:

Check Number: [Check Number]

Amount: [Check Amount]

Payee: [Payee Name]

The reason for this request is [briefly explain reason, e.g., the check was lost, stolen, or an error was made]. I kindly ask that you take this request into consideration and initiate the stop payment process at your earliest convenience.

Should you require any further information or documentation to process this request, 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 Name]