

# Request to Void Check Payment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the voiding of check payment number [Check Number] issued on [Issue Date] for the amount of [Check Amount].

The reason for this request is [brief explanation of the reason, e.g., the payment was sent in error, the services were not rendered, etc.].

I kindly ask that you confirm the voiding of this check at your earliest convenience. Please let me know if you need any further information to process this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]