# Stop Check Payment Notification

Date: [Insert Date]

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

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

Dear [Bank Manager's Name],

I am writing to formally notify you to stop payment on check number [Check Number], dated [Check Date], in the amount of [Check Amount], payable to [Payee Name].

The reason for this request is as follows: [State Reason for Stopping Payment].

Please confirm the cancellation of this payment at your earliest convenience. Thank you for your immediate attention to this matter.

Sincerely,

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