

## More Detailed Cheque Stop Payment Letter Format

Dear [Bank Manager's Name],

I am writing to request a stop payment on a check that I issued from my account. The check number is [check number], in the amount of [check amount], and it was issued on [date of check].

Unfortunately, the check was lost or stolen, and I am concerned that it may be cashed by someone else. Therefore, I am requesting that you put a stop payment on the check to prevent any unauthorized transactions.

As per the bank's policy, please note that I am willing to pay any fees associated with this service. Kindly advise me on the amount that I need to pay, and I will deposit it in my account.

Furthermore, I would appreciate it if you could confirm the stop payment in writing and inform me of any further steps that I need to take to protect my account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]