

Cheque Stop Payment Letter Format - Email Format

Subject: Request to Stop Payment on Cheque

Dear [Bank Name],

I am writing to request that you stop payment on a cheque that I recently issued from my account. The cheque number is [insert cheque number] and was issued to [payee's name]. Unfortunately, the payment for the cheque needs to be stopped due to [state reason for stopping payment, e.g. the product was not delivered, the service was not satisfactory, the cheque was lost or stolen, etc.].

I would be grateful if you could take the necessary steps to stop payment on the cheque as soon as possible. Please inform me once the payment has been successfully stopped so that I can make other arrangements to settle the payment.

Please find the following details of the cheque:

Cheque Number: [insert cheque number]

Cheque Date: [insert cheque date]

Amount: [insert cheque amount]

Payee Name: [insert payee name]

Please let me know if you require any further information or documents to process this request.

Thank you for your assistance with this matter.

Sincerely,

[Your Name]