Date:

To
The Manager,
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank,
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Stop Payment of Cheque No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ref.: Account, No.- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir,

In reference to the above captioned subject, I/we hereby request you to kindly stop the payment of Cheque No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued in favor of “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” amounting Rs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/- with immediate effect.

Kindly do the needful at earliest.

Thanking you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_