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,

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