

[Company Letterhead]  
[Date]

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

**Subject: URGENT: Wire Transfer Stop Payment Request**

Dear [Bank Contact Person or Department],

I am writing on behalf of [Your Company Name] to formally request a stop payment and recall for a wire transfer initiated from our account. Below are the details of the transaction:

- **Sender Account Name:** [Your Company Name]
- **Sender Account Number:** [Your Account Number]
- **Transaction Date:** [Date Sent]
- **Transaction Reference/IMAD Number:** [Reference Number]
- **Wire Amount:** [Currency and Amount]
- **Recipient Name:** [Beneficiary Name]
- **Recipient Account Number:** [Beneficiary Account Number]
- **Recipient Bank/Routing Number:** [Beneficiary Bank Details]

Reason for Stop Payment: [State reason, e.g., Incorrect recipient, Duplicate entry, or Fraud suspicion].

We understand that wire transfers are generally immediate and that a recall is not guaranteed. However, we authorize [Bank Name] to take all necessary steps to attempt the recovery of these funds. Please notify us immediately of the status of this request and any associated fees.

Please contact me at [Phone Number] or [Email Address] if you require further information.

Sincerely,

[Authorized Signature]  
[Printed Name]  
[Job Title]  
[Company Name]