

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Stop Payment Request for Disputed Transaction

Dear Customer Service Department,

I am writing to formally request a stop payment on the following transaction(s) scheduled from my account:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Vendor/Payee Name:** [Vendor Name]
- **Transaction Amount:** \$[Amount]
- **Transaction Date:** [Date of Transaction]
- **Check Number/Reference Number (if applicable):** [Number]

I am disputing this payment for the following reason: [Briefly describe reason, e.g., services not rendered, incorrect billing amount, or revoked authorization].

Please ensure that no funds are transferred to the aforementioned vendor from this account. I understand that there may be a fee associated with this stop payment request and I authorize you to debit my account for that fee.

Please provide written confirmation once this stop payment order has been processed. If you require further documentation regarding this dispute, please contact me immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]