

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

[Date]

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

RE: Stop Payment Request for Duplicate Transaction

To Whom It May Concern,

I am writing to formally request a stop payment on a duplicate transaction involving my account:
[Account Number].

On [Date of Transaction], two identical payments were processed for the same obligation. I intended for only one payment to be issued. The details of the duplicate payment are as follows:

- **Payee Name:** [Payee Name]
- **Transaction Amount:** [Amount]
- **Check Number (if applicable):** [Check Number]
- **Date of Original Transaction:** [Date]

Please stop payment on the second (duplicate) instance of this transaction immediately. I understand that there may be a fee associated with this request and I authorize you to deduct it from my account.

Please provide a written confirmation once the stop payment order has been placed. If you require further information, please contact me at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]