

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

[Date]

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

Subject: Stop Payment Request - Incorrect Amount

Dear Customer Service Department,

I am writing to formally request a stop payment on the following check/transaction due to an incorrect amount being processed:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Check/Transaction Number:** [Number]
- **Original Date:** [Date]
- **Incorrect Amount:** [Amount shown on check/transaction]
- **Payee Name:** [Name of the person or company]

The amount listed above is incorrect. I have already contacted the payee regarding this error, but I wish to stop this specific payment to prevent the wrong funds from being deducted from my account.

Please confirm once the stop payment order has been placed and notify me of any fees associated with this service.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Your Printed Name]