

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

[Date]

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

Subject: Stop Payment Request for Check #[Check Number]

To Whom It May Concern,

I am writing to formally request a stop payment on the following check issued from my account:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Check Number:** [Check Number]
- **Date Written:** [Date on Check]
- **Amount:** \$[Dollar Amount]
- **Payee:** [Name of person or company the check was written to]

This check has been [lost / stolen / misplaced] and has not yet been cleared by the bank. Please stop all processing for this specific check immediately.

I understand that there may be a fee associated with this stop payment request and authorize you to deduct that fee from my account. Please provide written confirmation once the stop payment has been successfully placed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]