

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

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

RE: Notice of Post-Dated Check / Stop Payment Order

Dear Customer Service Department,

I am writing to formally request a stop payment on a post-dated check issued from my account. I am providing the specific details of the check below:

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

Please ensure that this check is not honored or cleared if presented for payment prior to the date written on the check. I understand that there may be a fee associated with this stop payment request and I authorize you to debit my account for that amount.

Please provide written confirmation once this stop payment order has been processed.

Sincerely,

[Your Signature]

[Your Printed Name]