

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

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

Subject: Request for Stop Payment on Stolen Check(s)

To Whom It May Concern,

I am writing to formally request a stop payment order on the following check(s) associated with my account, as they have been stolen:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Check Number(s):** [Check Number or Range]
- **Check Date:** [Date on Check, if known]
- **Check Amount:** [Amount, if known]
- **Payee:** [Name of Payee, if known]

I have already reported this theft to the police. The police report number is [Report Number, if applicable].

Please confirm once the stop payment order has been processed. I understand that there may be a fee associated with this service and I authorize you to debit my account for that amount.

Thank you for your immediate attention to this matter.

Sincerely,

[Signature]
[Your Printed Name]