

Date: [Insert Date]

To: [Financial Institution Name]

Department: [Fraud/Operations Department]

Address: [Bank Address]

Subject: URGENT: Stop Payment and Funds Recovery Demand

Dear Sir/Madam,

I am writing to formally request an **immediate stop payment** and the **recovery of funds** regarding the following transaction:

- **Account Holder Name:** [Your Name/Company Name]
- **Account Number:** [Your Account Number]
- **Transaction Reference/ID:** [Transaction ID]
- **Transaction Date:** [Date Sent]
- **Amount:** [Currency and Amount]
- **Recipient Name:** [Beneficiary Name]
- **Recipient Account/IBAN:** [Beneficiary Account Number]
- **Recipient Bank:** [Receiving Bank Name]

Reason for Request: [State reason: e.g., Fraudulent activity, Error in amount, Payment sent to incorrect recipient, Unauthorized transaction].

I demand that [Financial Institution Name] takes the following actions immediately:

1. Stop the processing of this transaction if it has not yet cleared.
2. Initiate a formal recall/reversal request (indemnity) with the receiving institution to recover the funds.
3. Place a temporary freeze on any related outgoing transfers from my account to prevent further loss.

Please provide written confirmation that this request has been received and state the timeframe in which I can expect an update regarding the recovery of these funds.

Time is of the essence in this matter. I expect a response by [Insert Time/Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]