**Format of a Cheque Stop Payment Letter**

**2. When issued by an individual:**

**Date:** …………..

**To,**

The Manager:

Name of the bank:

Name of the branch:

Full address of the branch:

**From,**

Name of issuer/account holder:

Address of communication:

**Subject:** Notice to stop payment cheque(s) (bearing cheque number…)

Dear Sir/Ma’am,

This letter is to request you to stop payment of the cheque bearing number-………., dated-………, in favour of (name of cheque holder)………., for the sum of (amount)…….. on its submission due to…… (cheque stop payment reason). It is also requested that we are informed upon receipt and dishonour of the cheque when presented, at the earliest.

**Sincerely,**

Name of the account holder

(Signature of account holder)