

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

The Manager
[Bank Name]
[Branch Address]

Subject: Request to Stop Payment on Lost Check

Dear Sir/Madam,

I am writing to request a stop payment on a check that was recently lost. The check details are as follows:

- Check Number: [Check Number]
- Amount: \$[Amount]
- Date Issued: [Date]
- Payee: [Payee Name]

Please process this stop payment request immediately to prevent any unauthorized usage. I understand any applicable fees may be charged to my account.

Thank you for your prompt assistance.

Sincerely,
[Your Signature]
[Your Name]

[Your Account Number]