April 20, 2010

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**OBJECT: REQUEST BANK TO PLACE STOP-PAYMENT ON CHECK**

Dear [CONTACT NAME],

We have experienced some problems with [COMPANY] lately and therefore I kindly request that a “stop-payment” be placed on the following check(s) issued to them:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CHECK # | AMOUNT | RECIPIENT  | DATE  | ACCOUNT # |
|  |  |  |  |  |
|  |  |  |  |  |

I hereby authorize the service charge to be deducted from our account no. [CHECKING ACCOUNT NUMBER].

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]