# Stop Payment Request Applications

## 1. Lost / Misplaced Cheque

**Subject:** Request for Stop Payment on Lost/Misplaced Cheque

**Dear Sir/Madam,**

I am writing to request a stop payment on a cheque that has been lost or misplaced. The details of the cheque are as follows:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Cheque Number:** [Cheque Number]
4. **Cheque Date:** [Date on Cheque]
5. **Payee Name (if applicable):** [Payee Name]
6. **Amount:** [Specify Amount and Currency]
7. **Branch Name:** [Branch Name and Address]

As the cheque is lost or misplaced, please stop its payment to prevent unauthorized use. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. FIR or affidavit for lost cheque (if needed)
3. [Any other documents as per bank requirements]

Please confirm the stop payment action via email to [Your Email Address] or at [Your Contact Number].

Thank you for your prompt attention to this matter.

**Yours sincerely,**

**[Your Full Name]**

**[Your Signature, if submitting in hard copy]**

**[Your Contact Information]**

**[Date: August 18, 2025]**

## 2. Wrongly Issued Cheque (Error in Amount / Date / Name)

**Subject:** Request for Stop Payment on Incorrectly Issued Cheque

**Dear Sir/Madam,**

I request a stop payment on a cheque with the amount, date, or payee name errors. The cheque details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Cheque Number:** [Cheque Number]
4. **Cheque Date:** [Date on Cheque]
5. **Payee Name:** [Payee Name]
6. **Amount:** [Specify Amount and Currency]
7. **Error Details:** [e.g., Incorrect Amount/Date/Payee Name]
8. **Branch Name:** [Branch Name and Address]

Due to the Error, I request you stop payment on this cheque. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. Copy of the cheque (if available)
3. [Any other documents as per bank requirements]

Please confirm the stop payment action via email to [Your Email Address] or at [Your Contact Number].

I appreciate your cooperation.

**Yours sincerely,**

**[Your Full Name]**

**[Your Signature, if submitting in hard copy]**

**[Your Contact Information]**

**[Date: August 18, 2025]**

## 3. Post-Dated Cheque Issued by Mistake

**Subject:** Request for Stop Payment on Post-Dated Cheque

**Dear Sir/Madam,**

I am writing to request a stop payment on a post-dated cheque that was issued prematurely by mistake. The cheque details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Cheque Number:** [Cheque Number]
4. **Cheque Date:** [Date on Cheque]
5. **Payee Name:** [Payee Name]
6. **Amount:** [Specify Amount and Currency]
7. **Branch Name:** [Branch Name and Address]

As the cheque was issued earlier than intended, I request you to stop its payment until the valid date or if you need further instructions. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. Copy of the cheque (if available)
3. [Any other documents as per bank requirements]

Please confirm the stop payment action via email to [Your Email Address] or at [Your Contact Number].

Thank you for your prompt assistance.

**Yours sincerely,**

**[Your Full Name]**

**[Your Signature, if submitting in hard copy]**

**[Your Contact Information]**

**[Date: August 18, 2025]**

## 4. Cheque Given to Party but Payment Disputed

**Subject:** Request for Stop Payment on Cheque Due to Payment Dispute

**Dear Sir/Madam,**

I request a stop payment on a cheque issued to a party due to a dispute regarding the payment. The cheque details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Cheque Number:** [Cheque Number]
4. **Cheque Date:** [Date on Cheque]
5. **Payee Name:** [Payee Name]
6. **Amount:** [Specify Amount and Currency]
7. **Reason for Dispute:** [Brief Description of Dispute]
8. **Branch Name:** [Branch Name and Address]

Due to the ongoing dispute with the payee, please stop payment on this cheque. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. Supporting documents for the dispute (if applicable)
3. [Any other documents as per bank requirements]

Please confirm the stop payment action via email to [Your Email Address] or at [Your Contact Number].

I appreciate your cooperation in this matter.

**Yours sincerely,**

**[Your Full Name]**

**[Your Signature, if submitting in hard copy]**

**[Your Contact Information]**

**[Date: August 18, 2025]**

## 5. Cheque Book Stolen / Misused

**Subject:** Request for Stop Payment on Stolen/Misused Cheque Book

**Dear Sir/Madam,**

I am writing to report that my cheque book has been stolen or is at risk of misuse, and I request a stop payment on all cheques in the series. The details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Cheque Book Series Numbers:** [Specify Range, e.g., Cheque Nos. 123456 to 123465]
4. **Branch Name:** [Branch Name and Address]

Please stop payment on all cheques in the mentioned series to prevent unauthorized transactions. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. FIR or affidavit for stolen cheque book (if applicable)
3. [Any other documents as per bank requirements]

Please confirm the stop payment action and issue a new cheque book, if necessary, via email to [Your Email Address] or at [Your Contact Number].

Thank you for your urgent attention to this matter.

**Yours sincerely,**

**[Your Full Name]**

**[Your Signature, if submitting in hard copy]**

**[Your Contact Information]**

**[Date: August 18, 2025]**

## 6. Demand Draft / Pay Order Stop Payment

**Subject:** Request for Stop Payment on Lost/Misplaced Demand Draft/Pay Order

**Dear Sir/Madam,**

I request a stop payment on a Demand Draft (DD) or Pay Order that has been lost or misplaced before reaching the beneficiary. The details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **DD/Pay Order Number:** [DD/Pay Order Number]
4. **Issue Date:** [Issue Date]
5. **Payee Name:** [Payee Name]
6. **Amount:** [Specify Amount and Currency]
7. **Branch Name:** [Branch Name and Address]

Please cancel the Demand Draft/Pay Order to prevent unauthorized use and issue a refund or reissue. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. FIR or affidavit for lost instrument (if needed)
3. Copy of DD/Pay Order receipt (if available)
4. [Any other documents as per bank requirements]

Please confirm the stop payment action via email to [Your Email Address] or at [Your Contact Number].

Thank you for your prompt assistance.

**Yours sincerely,**

**[Your Full Name]**

**[Your Signature, if submitting in hard copy]**

**[Your Contact Information]**

**[Date: August 18, 2025]**

## 7. ECS / Standing Instruction Stop Payment

**Subject:** Request to Cancel ECS/Standing Instruction

**Dear Sir/Madam,**

I request the cancellation of an Electronic Clearing Service (ECS) or Standing Instruction set up for automatic debit from my account. The details are:

1. **Account Holder Name:** [Your Full Name]
2. **Account Number:** [Your Account Number]
3. **Instruction Details:** [e.g., Utility Bill Auto-Debit, Loan EMI, Payee Name]
4. **Amount (if applicable):** [Specify Amount and Currency]
5. **Frequency:** [e.g., Monthly, Quarterly]
6. **Branch Name:** [Branch Name and Address]

Due to [reason, e.g., change in payment method, service no longer required], I request you to stop this instruction. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. Copy of standing instruction agreement (if available)
3. [Any other documents as per bank requirements]

Please confirm the cancellation via email to [Your Email Address] or at [Your Contact Number].

I appreciate your cooperation.

**Yours sincerely,**

**[Your Full Name]**

**[Your Signature, if submitting in hard copy]**

**[Your Contact Information]**

**[Date: August 18, 2025]**

## 8. Online Fund Transfer Stop / Recall

**Subject:** Request for Stop/Recall of Online Fund Transfer

**Dear Sir/Madam,**

I request the stop or recall of an online fund transfer made in Error to an incorrect account. The transfer details are:

1. **Account Holder Name:** [Your Full Name]
2. **Source Account Number:** [Your Account Number]
3. **Recipient Account Number:** [Recipient's Account Number]
4. **Recipient's Bank and Branch:** [Bank Name and Branch Address]
5. **Amount Transferred:** [Specify Amount and Currency]
6. **Transaction Date and Time:** [Date and Time]
7. **Transaction Reference Number:** [Reference Number, if available]
8. **Branch Name:** [Branch Name and Address]

The transfer was made due to [reason, e.g., incorrect account details, transaction error]. Please initiate a recall or stop the transfer, subject to bank policies. Enclosed are the required documents:

1. Copy of CNIC/Passport
2. Transaction confirmation/receipt (if available)
3. [Any other documents as per bank requirements]

Please confirm the status of the recall/stop request via email to [Your Email Address] or at [Your Contact Number].

Thank you for your urgent attention to this matter.

**Yours sincerely,**

**[Your Full Name]**

**[Your Signature, if submitting in hard copy]**

**[Your Contact Information]**

**[Date: August 18, 2025]**

## 9. Salary Payment Cheque Stop

**Subject:** Request for Stop Payment on Salary Cheque(s)

**Dear Sir/Madam,**

Our organization requests a stop payment on salary cheque(s) issued in Error. The cheque details are:

1. **Business Name:** [Your Business Name]
2. **Account Number:** [Your Account Number]
3. **Cheque Number(s):** [Cheque Number(s)]
4. **Cheque Date:** [Date on Cheque]
5. **Payee Name(s):** [Payee Name(s)]
6. **Amount:** [Specify Amount and Currency]
7. **Reason for Error:** [e.g., Incorrect Amount, Wrong Payee]
8. **Branch Name:** [Branch Name and Address]

Please stop payment on the specified cheque(s). Enclosed are the required documents:

1. Copy of CNIC/Passport of authorized signatory
2. Board Resolution (if required)
3. Copy of the cheque(s) (if available)
4. [Any other documents as per bank requirements]

Please confirm the stop payment action via email to [Business Email Address] or at [Business Contact Number].

**Yours faithfully,**

**[Full Name of Authorized Signatory]**

**[Designation]**

**[Signature of Authorized Signatory]**

**[Company Stamp, if applicable]**

**[Date: August 18, 2025]**

## 10. Supplier / Vendor Cheque Stop (Contract Dispute)

**Subject:** Request for Stop Payment on Supplier/Vendor Cheque Due to Contract Dispute

**Dear Sir/Madam,**

Due to a contractual dispute, our organization requests a stop payment on a cheque issued to a supplier/vendor. The cheque details are:

1. **Business Name:** [Your Business Name]
2. **Account Number:** [Your Account Number]
3. **Cheque Number:** [Cheque Number]
4. **Cheque Date:** [Date on Cheque]
5. **Payee Name:** [Supplier/Vendor Name]
6. **Amount:** [Specify Amount and Currency]
7. **Reason for Dispute:** [Brief Description of Dispute]
8. **Branch Name:** [Branch Name and Address]

Due to the ongoing dispute, we request you stop payment on this cheque. Enclosed are the required documents:

1. Copy of CNIC/Passport of authorized signatory
2. Supporting documents for the dispute (if applicable)
3. Copy of the cheque (if available)
4. [Any other documents as per bank requirements]

Please confirm the stop payment action via email to [Business Email Address] or at [Business Contact Number].

**Yours faithfully,**

**[Full Name of Authorized Signatory]**

**[Designation]**

**[Signature of Authorized Signatory]**

**[Company Stamp, if applicable]**

**[Date: August 18, 2025]**