

## Stopped Check Letter

**This package contains:**

1. Instructions & Checklist for a Stopped Check Letter
2. Stopped Check Letter

## Instructions & Checklist for Stopped Check Letter

- This package contains (1) Instructions & Checklist for Stopped Check Letter; and (2) Stopped Check Letter;
- This form is designed to assist you in drafting a letter for when you need to notify someone you have stopped payment on a check.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Ref: [Account Number]

Dear [Name of Recipient]:

I recently mailed you check number [Number] as payment for account number [Number].

However, I have contacted my financial institution and stopped payment on the check because [Briefly Explain Reason]. Please do not try to cash the check as it will not be honored. I will mail you a new check shortly. *[Delete if not applicable.]* Should you have any questions or concerns regarding this matter, please feel free to contact me.

I apologize for the inconvenience but thank you for your understanding.

Sincerely,

[Your Name]

Enclosure