

Loss Memo for Lost Cheque Payment

Date: 2024-06-23

Memo No.: LM-2024-0123

Payee Name: John Doe

Employee/Ref. No.: EMP-4567

Details of Lost Cheque

Cheque Number: 102345

Date of Issue: 2024-06-01

Bank Name: ABC Bank Ltd.

Branch: Main City Branch

Amount: \$2,500.00

Description of Incident

I, John Doe, hereby declare that the above-mentioned cheque has been lost and is no longer in my possession. The loss was discovered on 2024-06-12 and a thorough search has not led to its recovery. I request the cancellation and reissuance of the cheque.

Declaration

I declare that the information provided above is true to the best of my knowledge. I undertake to return the cheque to the company if found in the future and will not present or use the original cheque for payment.

Signature of Payee

Date: _____

Important Notes

- Report the loss to the bank immediately to prevent unauthorized use.
- Attach a copy of any police report or acknowledgment, if applicable.
- The re-issuance of a cheque is subject to the company's policies and may require additional documents.
- The payee must return the original cheque to the company if recovered in the future.
- This document must be duly signed for validation.