

John Doe  
Employee ID: 456789  
Department: Finance  
Email: john.doe@email.com  
Date: June 14, 2024

To: Human Resources Department  
ABC Corporation  
123 Main Street  
City, State ZIP

**Subject: Request to Stop Payment â€“ Lost Payroll Cheque**

Dear HR Manager,

I am writing to formally request a stop payment on my payroll cheque, which has been lost. The details of the lost cheque are as follows:

- Pay Period: May 16, 2024 – May 31, 2024
- Cheque Number: 001234
- Net Amount: \$2,750.00
- Date of Issue: June 1, 2024

Despite thorough searching, I have been unable to locate the cheque. I kindly request the HR and payroll department to initiate a stop payment action and issue a replacement cheque at the earliest possible convenience.

I confirm that, should the original cheque be found, I will return it to the payroll department without attempting to cash or deposit it. Please let me know if you require any additional information or forms from my side to process this request.

Thank you for your prompt assistance in this matter.

Sincerely,  
John Doe

**Important Notes:**

- Employee must inform HR/payroll immediately upon discovering the loss of a payroll cheque.
- Providing precise cheque details (number, date, amount) speeds up the stop payment process.
- A replacement cheque may take several business days to process.
- If the original cheque is subsequently found, it must not be cashed or deposited and should be returned to HR.
- Check with your employer if an additional affidavit or form is required for stop payment requests.