

Stop Payment Notice for Payroll Cheque Dispute

Date: [Insert Date]
To: [Bank Name]
[Bank Branch Address]
From: [Account Holder's Name]
[Account Number]

Subject: Stop Payment Request â€” Payroll Cheque

Dear Sir/Madam,

I am writing to formally request a stop payment on the following payroll cheque due to a dispute.

Cheque Number: [Insert Cheque Number]
Date of Cheque: [Insert Cheque Date]
Payee Name: [Insert Payee Name]
Amount: [Insert Amount]
Reason for Stop Payment: [Briefly state reason, e.g., suspected error, dispute over payment, cheque lost, etc.]

Please process this stop payment notice as soon as possible. I understand that any fees associated with this service will be charged to my account as per the bank's policies.

Kindly confirm receipt of this notice and the status of the stop payment at your earliest convenience.

Sincerely,

[Account Holder's Name]
[Contact Information]

Important Notes

- A stop payment notice is a formal request to a bank to prevent a specific cheque from being processed.
- Issuing a false stop payment for valid payroll may have legal consequences.
- Confirm with your bank regarding any fees or deadlines for stop payment requests.
- Provide accurate cheque details to prevent processing errors.
- This document does not resolve the payroll dispute itself; separate resolution with the payee or employer may be required.