

[Insert company or personal letterhead, or type your name and address]

January 27, 1997

[Mr/Ms] [First Name] X. [Last Name]

[Position]

[Company]

[Department]

[Division]

[Address 1]

[Address 2]

[City], [St/Prov], [Country] [ZIP/POSTAL]

Re: Stop payment on check #[check number]

[Salutation]

Please issue a stop-payment order on our [date of check] check #[check number] for \$ [check amount], made out to [name of recipient].

Please charge the \$[amount of fee] fee for this stop-payment order to our account, number [Account Number].

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Notations for Enclosures, cc:, etc.]