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

January 7, 2016

[Mr./Ms.] [First Name] N. [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.]

Cheque Book Request Letter Format

Example of Request Letter to HDFC / SBI Branch Manager for Issue of New Cheque Book.

To

The Branch Manager
 HDFC Bank,
 12, Manek Branch,
 Mumbai - 412 201

Dear Sir,

Reg : Issue of Cheque Book

Ref : My SB A/C No 123456899001

This is in context to the above savings bank account number, I have been using withdrawal slip to withdraw any amount from my account.

I therefore request you to issue me a check book against my account no. with 20/25 leaves so that I am able to make my transaction with the same. Below is my permanent mailing address:

Riya Agerwal

18th Floor, Purohit House
 16/1 R S Road, Shanti Nager
 Navi Mumbai - 420 121

Thanking you,

Yours faithfully,

(Riya Agerwal)



**BANK COMFORT LETTER (BCL)
 READINESS, WILLINGNESS AND ABILITY (RWA)
 - To be completed on buyer's bank letterhead -
 CONFIRMATION OF FUNDS CERTIFICATE**

Date: _____

BANK NAME: _____

ADDRESS: _____

TELEPHONE: _____

FACSIMILE: _____

SWIFT: _____

TELEX: _____

ROUTING #: _____

ACCOUNT NUMBER: _____

ACCOUNT NAME: _____

WE, THE UNDERSIGNED BANK OFFICERS, HEREBY CONFIRM WITH FULL RESPONSIBILITY THAT THE AMOUNT OF US\$ _____ (UNITED STATES DOLLARS _____) IS RESERVED IN THIS BANK AT THE REQUEST OF _____ (BUYER'S NAME) WITH READINESS, WILLINGNESS AND ABILITY (RWA) FOR THE FINALIZATION OF CONTRACT FOR THE PURCHASE OF _____ (PRODUCT). THESE FUNDS ARE AVAILABLE FOR THE PURCHASE OF THE ABOVE IDENTIFIED PRODUCT. IN ISSUING THIS STATEMENT, THE BANK RECOGNIZES THEIR LIABILITY IN ACCORDANCE WITH THE TERMS OF THE CONTRACT SHOULD IT PROCEED.

NAME OF BANK OFFICER #1: _____ NAME OF BANK OFFICER #2: _____

TITLE: _____ TITLE: _____

SIGNATURE: _____ SIGNATURE: _____

BANK SEAL: _____ BANK SEAL: _____

Barbara Collins,
 Manchester
 October 04, 1999
 Mr. Jeff Miller,
 Branch Manager,
 United Bank of Manchester,
 Manchester, USA

Dear Mr. Miller,

I am pleased to inform you that I am extremely happy with the kind of service your bank renders to its customers. I honestly say it is the most customer friendly in banking business.

I have recently opened an account in your branch on the 01st of September. My account number is 1898988. However I regret to say that I have not yet received my check book from the branch. I have given reminders to the manager in charge but no action has been taken so far. I would be obliged if you can look into the matter and help me get my check book at the earliest. I am willing to contact the branch again for an intimation as to when I can get the check book on Friday.

I request you to kindly consider my request and oblige.

Thanks and Regards,
 Barbara Collins,
 A/C No. 1898988

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