

Cancellation Of Cheque Letter

Dear [Bank Name],

I am writing to request the cancellation of the cheque number [insert cheque number] issued on [insert date]. Unfortunately, I have lost the cheque, and I am concerned about the possibility of it being misused.

I request you to kindly cancel the cheque and ensure that no payment is made against it. Please find enclosed a copy of the cheque and any other required documents for your reference.

Also, please confirm the cancellation of the cheque and notify me of any further actions required on my part. I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]