

Personal tone letter expressing urgency

Subject: Request to Cancel Lost Cheque

Dear Sir/Madam,

I am deeply concerned as I have misplaced cheque number [Cheque Number] issued from my account [Account Number]. I kindly request immediate cancellation to prevent any potential misuse.

I sincerely appreciate your understanding and prompt action in this matter. Please confirm the cancellation at your earliest convenience.

Yours faithfully,

[Your Name]

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