

Professional cancellation letter for corporate use

Subject: Cancellation of Issued Cheque

To Whom It May Concern,

We hereby request the cancellation of cheque number [Cheque Number], issued on [Date], for [Amount] from our company account [Account Number]. The cancellation is due to [reason, e.g., payment revision or duplicate issuance].

Kindly provide confirmation of cancellation in writing for our corporate records.

Sincerely,

[Authorized Signatory]

[Company Name]

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