

On the letter-head of the Company

Date : \_\_\_\_\_

The Manager  
Shinhan Bank

\_\_\_\_\_  
\_\_\_\_\_ Branch

Dear Sir,

**Sub : Request for Stop Payment**

Kindly place a stop payment on the cheques as mentioned below

Sr. No.	Cheque no.	Chq dated	Amount	Favouring
1.				
2.				
3.				
4.				

You may debit our account number \_\_\_\_\_ with yourselves for your charges.

Thanking you,

**For** \_\_\_\_\_

**Authorised Signatures  
(Affix Company Stamp)**