

# Fund Transfer Stop Order Letter

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**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Bank Name]**

[Bank Address]

[City, State, Zip Code]

**Subject:** Request for Fund Transfer Stop Order

Dear Sir/Madam,

I am writing to formally request a stop order on a scheduled fund transfer from my account. The details of the transfer are as follows:

**Account Name:** [Your Name]

**Account Number:** [Your Account Number]

**Transfer Amount:** [Amount to be Transferred]

**Scheduled Transfer Date:** [Scheduled Date]

**Recipient Name:** [Recipient's Name]

**Recipient Account Number:** [Recipient's Account Number]

**Recipient Bank Name:** [Recipient's Bank Name]

Due to [reason for stopping the transfer], I kindly request that the bank immediately halt this transaction. Please confirm that the transfer has been stopped and that no funds will be debited from my account for this transaction.

Should you require any further information or clarification to process this request, please do not hesitate to contact me at **[your phone number]** or **[your email address]**.

Thank you for your prompt attention to this matter.

Yours sincerely,

[Your Name]