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Ngày 23/2/2018

Tên liên lạc

Địa chỉ

Địa chỉ 2

Thành phố, Bang/Tỉnh

Mã Zip/mã bưu điện

**CHỦ ĐỀ: YÊU CẦU NGÂN HÀNG DỪNG THANH TOÁN SÉC**

Kính gửi [TÊN LIÊN LẠC],

Chúng tôi hiện đang gặp vấn đề với [TÊN CÔNG TY] gần đây, vì thế chúng tôi yêu cầu quý vị dừng việc thanh toán đối với những séc đã ký phát cho họ sau đây:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SỐ SÉC | SỐ TIỀN | NGƯỜI NHẬN | NGÀY | SỐ TÀI KHOẢN |
|  |  |  |  |  |
|  |  |  |  |  |

Nay tôi cho phép phí dịch vụ được rút khỏi tài khoản số [SỐ TÀI KHOẢN VÃNG LAI].

Trân trọng,

Tên

Chức vụ

Số ĐT công ty

Email công ty