

[Bank Name]
[Bank Address]
[City, State, Zip Code]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: Notice of Stop Payment Order Expiration

Dear [Customer Name],

We are writing to inform you that the stop payment order placed on your account, [Account Number], has expired. As a result, the request is no longer active in our system.

Details of the Expired Order:

- **Check/Reference Number:** [Number]
- **Payee:** [Payee Name]
- **Amount:** \$[Amount]
- **Original Request Date:** [Date]
- **Expiration Date:** [Date]

Because the timeframe for this stop payment order has lapsed, any items presented for payment after the expiration date may be processed and deducted from your account balance.

If you wish to maintain the stop payment status for this item, you must submit a new request. Please note that a renewal fee of \$[Fee Amount] may apply according to our current fee schedule.

You may renew this request by visiting a branch, calling our customer service department at [Phone Number], or using our online banking portal.

Thank you for your prompt attention to this matter.

Sincerely,

[Bank Representative Name]
[Department Name]