

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Notice of Stop Payment Order Failure - Account Number: [Your Account Number]

Dear [Bank Representative Name or Customer Service Department],

I am writing to formally notify you regarding a failed stop payment order on my account. On [Date of Original Request], I requested a stop payment for a check issued from the account referenced above.

I have been informed that the stop payment order was not successful because the check number provided in my initial request was incorrect. The details of the check that was cleared are as follows:

- **Incorrect Check Number Provided:** [Wrong Number]
- **Correct Check Number:** [Correct Number]
- **Check Amount:** \$[Amount]
- **Payee:** [Payee Name]
- **Date Check Cleared:** [Date]

I understand that the discrepancy in the check number resulted in the payment being processed. At this time, I would like to [request a refund of the stop payment fee / discuss potential options for recovering these funds / update my records regarding this transaction].

Please contact me at your earliest convenience to confirm receipt of this notice and to advise on any further steps required from my end.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]