

[Your Name/Bank Name]
[Department Name]
[Address]
[City, State, Zip Code]
[Date]

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

RE: NOTICE OF STOP PAYMENT ORDER FAILURE - INSUFFICIENT FEE FUNDS

Dear [Recipient Name],

We are writing to inform you that we were unable to process your request for a Stop Payment Order submitted on [Date of Request] regarding the following transaction:

- **Account Number:** [Account Number]
- **Check/Reference Number:** [Check Number]
- **Payee:** [Payee Name]
- **Amount:** \$[Amount]

The Stop Payment Order could not be executed because there were insufficient funds in your account to cover the required processing fee of \$[Fee Amount].

Please be advised that as the fee was not collected, the Stop Payment Order is currently inactive. As a result, the check or electronic debit described above may be honored and paid if presented to your account.

If you still wish to stop payment on this item, please ensure that sufficient funds are available in your account and contact us immediately at [Phone Number] or visit your local branch to resubmit the request.

Sincerely,

[Your Name/Signature]
[Title]
[Contact Information]