[Date]

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

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

Dear [Customer Name],

We are writing to formally notify you regarding a processing error concerning the Stop Payment Order you submitted on [Date of Request] for Check/Transaction Number [Number] in the amount of $[Amount].

Due to an internal system processing delay, the Stop Payment Order was not executed before the transaction was cleared against your account. We sincerely apologize for this technical oversight and any inconvenience this may have caused.

To resolve this matter, we have taken the following actions:

- The full amount of the transaction ($[Amount]) has been credited back to your account.
- Any associated overdraft or service fees resulting from this specific transaction have been waived or refunded.
- Your account records have been updated to reflect the correction.

Please review your account statement to confirm these adjustments. If you have any further questions or require additional assistance, please contact our Customer Support department at [Phone Number] or visit your local branch.

Thank you for your patience and for choosing [Bank/Institution Name].

Sincerely,

[Your Name/Department]
[Bank/Institution Name]