

[Your Company Name/Bank Name]
[Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Notice of Stop Payment Order Failure - Late Submission

Dear [Recipient Name],

We are writing to inform you that we were unable to fulfill your request to stop payment on the following item:

- **Account Number:** [Account Number]
- **Check/Transaction Number:** [Number]
- **Payee:** [Payee Name]
- **Amount:** \$[Amount]
- **Date of Request:** [Date]

Per our account agreement, stop payment orders must be received within a specific timeframe to allow the institution a reasonable opportunity to act upon the request before the item is processed. Unfortunately, your request was received after the item had already been cleared and paid by the bank.

As a result, the funds have been deducted from your account and we are unable to reverse the transaction at this time. We recommend contacting the payee directly to resolve any disputes or to request a refund.

If you have any questions regarding this notice, please contact our customer service department at [Phone Number].

Sincerely,

[Your Name/Signature]
[Your Title]