

Date: [Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Stop Payment Order Failure

Dear [Customer Name],

We are writing to inform you that we were unable to process the stop payment request you submitted on [Date of Request] regarding the following item:

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

Upon review, we found that the item had already been presented and cleared through your account on [Date Item Cleared]. Because the transaction was finalized prior to the receipt of your stop payment order, the bank was legally unable to prevent the funds from being transferred.

As a result, your account has been debited for the full amount of the transaction. If you believe this item was unauthorized or fraudulent, please contact our dispute department immediately at [Phone Number] or visit your local branch.

Sincerely,

[Your Name/Department]

[Bank Name]