

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

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

RE: Notice of Stop Payment Order Failure - Unmatched Transaction Amount

Dear [Bank Representative Name or Customer Service Department],

I am writing to formally notify you that a Stop Payment Order I placed on [Date Order Was Placed] was not successful. I have been informed that the order failed because the actual amount of the transaction did not exactly match the amount specified in my request.

Original Stop Payment Details:

- Account Number: [Your Account Number]
- Check/Reference Number: [Number]
- Payee Name: [Payee Name]
- Amount Specified in Order: \$[Original Amount]

Actual Transaction Details:

- Actual Amount Processed: \$[Actual Amount]
- Date Processed: [Date]

Please update my Stop Payment Order immediately to include the actual amount listed above to prevent any further unauthorized debits or to reverse this transaction if possible under bank policy. I understand that the exact amount is often required for automated systems to identify the item, and I request that this correction be applied to my account status as of today.

Please confirm in writing once this update has been processed. If you require further documentation, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]