[Bank Name]
[Department Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Contact Name]
[Company Name]
[Address Line 1]
[City, State, Zip Code]

Subject: Response to Stop Payment Inquiry - Account Ending in [Last 4 Digits]

Dear [Contact Name],

This letter is in response to your inquiry dated [Date of Inquiry] regarding the status of a stop payment order for your business account.

We have reviewed our records and can confirm the following details regarding the item(s) in question:

- **Check/Reference Number:** [Number]
- **Payee:** [Payee Name]
- **Amount:** $[Amount]
- **Status:** [Confirmed/Expired/Not Found]
- **Effective Date:** [Date]
- **Expiration Date:** [Date]

[Optional: Insert additional details or explanation regarding the current status here.]

Please be advised that stop payment orders for business accounts are typically valid for [Number] months. If you wish to renew this order or if the details above require correction, please contact your relationship manager or visit your local branch.

If you have any further questions, please call our Business Banking Support Team at [Phone Number] during regular business hours.

Sincerely,

[Name/Signature]
[Title]
[Bank Name]