

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Update on Your Pending Stop Payment Request

Dear [Customer Name],

This letter is to provide an update regarding the pending stop payment request you submitted on [Date of Request].

Transaction Details:

- **Account Number:** [Last 4 Digits of Account]
- **Check/Reference Number:** [Number]
- **Payee:** [Name of Payee]
- **Amount:** \$[Amount]

The status of your request is currently: **[Status: e.g., Processing / Verified / Action Required]**.

[Insert specific details: e.g., We have successfully placed the hold on this transaction for a period of six months. / We require further information to complete the request.]

Please note that a stop payment order is effective for [Number] months. If you wish to extend this period, you must contact us to renew the request before it expires on [Expiration Date].

If you have any questions or if you did not authorize this request, please contact our customer service department immediately at [Phone Number] or visit your local branch.

Sincerely,

[Bank/Company Name]

[Department Name]

[Contact Information]