

[Date]

[Customer Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Re: Notice of Fee Assessment Status for Stop Payment Request

Dear [Customer Name],

This letter is to inform you of the status regarding the stop payment request placed on the following item:

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

Fee Status:

[Select one option below]

[] **Fee Applied:** A stop payment fee of \$[Fee Amount] has been assessed to your account as per your account agreement. This charge will appear on your next statement.

[] **Fee Waived:** The standard stop payment fee has been waived for this request due to [Reason for Waiver, e.g., account type benefits / bank error].

[] **Fee Pending:** The fee assessment is currently under review. You will be notified if any charges are applied to your account.

Please note that this stop payment order is effective for [6 months/Duration] from the date of the request. If you wish to renew this order after that period, please contact us before the expiration date.

If you have any questions regarding this assessment, please contact our customer service department at [Phone Number] or visit your local branch.

Sincerely,

[Name/Department]

[Financial Institution Name]