

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

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Confirmation of Stop Payment Order Extension

Dear [Customer Name],

This letter serves as formal confirmation that we have received and processed your request to extend the stop payment order on the following item(s):

- **Account Number:** [Account Number]
- **Check Number / Transaction Range:** [Check Number]
- **Payee:** [Payee Name]
- **Amount:** [Amount]
- **Original Expiration Date:** [Original Date]
- **New Expiration Date:** [New Date]

An extension fee of [Fee Amount] has been assessed to your account in accordance with our fee schedule.

Please note that this stop payment order will expire on the "New Expiration Date" listed above unless a further written request for extension is received prior to that date. It is your responsibility to monitor your account activity and notify us immediately of any discrepancies.

If you have any questions or if any of the information above is incorrect, please contact us at [Phone Number] or visit your local branch.

Sincerely,

[Bank Representative Name]
[Title]