

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

[Date]

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

RE: Status Inquiry for Stop Payment Order - Account Number: [Account Number]

Dear [Customer Name],

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

We have reviewed our records and can provide the following status update:

- **Check/Reference Number:** [Reference Number]
- **Payee Name:** [Payee Name]
- **Amount:** \$[Amount]
- **Order Date:** [Date Order was Placed]
- **Current Status:** [Active / Expired / Revoked]
- **Expiration Date:** [Expiration Date, if applicable]

[Optional: According to our records, this check has not been presented for payment as of this date. / Our records indicate that this check was successfully intercepted and returned unpaid on [Date].]

Please note that stop payment orders on personal checks are typically valid for [Number] months. If you wish to extend this order, please contact us before the expiration date.

If you have any further questions or require additional assistance, please contact our customer service department at [Phone Number].

Sincerely,

[Name of Sender]
[Title]
[Department]