[Company/Bank Name]
[Department]
[Address]
[City, State, Zip Code]

[Date]

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

Subject: Response to Stop Payment Inquiry - [Check/Transaction Number]

Dear [Customer Name],

We are writing in response to your recent inquiry regarding the stop payment request for the following transaction:

- **Transaction/Check Number:** [Number]
- **Date of Request:** [Date]
- **Amount:** [Amount]
- **Payee:** [Payee Name]

After reviewing our records, we regret to inform you that we were unable to process the stop payment request. Our investigation indicates that the request was unsuccessful for the following reason:

[Insert Reason, e.g., The item was already cleared/paid prior to the request / The request was received after the cutoff time / Incorrect account information provided].

As the funds have already been processed, we are unable to reverse the transaction at this time. We recommend contacting the payee directly to resolve this matter or to request a refund.

If you have any further questions or require additional documentation, please contact our customer service department at [Phone Number] or visit your local branch.

Sincerely,

[Name/Signature]
[Job Title]
[Company Name]