

# SAMPLE LETTER

## Stop Payment Check

Date of letter

Mr. John Doe  
1234 Any Street  
Any Town, TX 12345

Dear Mr. Doe:

This letter serves as notice that your check **NUMBER PRINTED ON CHECK**, dated **DATE OF CHECK**, in the amount of **DOLLAR AMOUNT OF CHECK**, made payable to **NAME ON THE CHECK**, has been refused payment by the drawee bank, **NAME OF THE BANK PRINTED ON THE CHECK, CITY, STATE OF BANK**, for the reason of Stop Payment. A **\*AMOUNT OF FEE** processing fee has been added pursuant to Art. 9022, Vernon's Annotated Civil Statutes.

I am requesting that you return the property that you purchased with this check or forward payment in the total amount of **AMOUNT OF CHECK PLUS PROCESSING FEE** to me within 10 days after receipt of this letter.

**\*\*THIS IS A DEMAND FOR PAYMENT IN FULL FOR A CHECK OR ORDER NOT PAID BECAUSE OF A STOP PAYMENT. IF YOU FAIL TO MAKE PAYMENT IN FULL OR TO RETURN THE PROPERTY WITHIN 10 DAYS AFTER THE DATE OF RECEIPT OF THIS NOTICE, THE FAILURE TO PAY OR RETURN THE PROPERTY CREATES A PRESUMPTION FOR COMMITTING AN OFFENSE, AND THIS MATTER MAY BE REFERRED FOR CRIMINAL PROSECUTION.**

Should you have any questions or wish to discuss this matter, please do not hesitate to contact me.

Sincerely,  
Your name  
Your address  
Your city, state and zip code

\*processing fee shall not exceed \$30.00

\*\* the **EXACT WORDING OF THIS PARAGRAPH** must be included in this demand letter.