

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Subject: Complaint Regarding Non-Reflection of Bank Amount

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to formally raise a complaint regarding the non-reflection of an amount that I transferred to my account, [Your Account Number], on [Date of Transaction]. The transaction reference number is [Transaction Reference Number]. Despite the successful transaction confirmation from my end, the amount of [Specify Amount] has not been credited to my account. I have verified the transaction details and can provide any additional documentation if required.

I kindly request your urgent assistance in investigating this matter and ensuring that the funds are reflected in my account at the earliest. Thank you for your prompt attention to this issue. I look forward to your response.

Sincerely,
[Your Name]