

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

Subject: Notification of Transaction Failure

Dear [Bank Manager's Name or Customer Service Team],

I am writing to formally notify you of a transaction failure that occurred on [specific date] concerning my account [Your Account Number]. On the mentioned date, I attempted to [describe the transaction, e.g., transfer funds, make a payment, etc.], but the transaction did not process successfully. Following this, I have checked my account and confirmed that the funds have not been debited or credited as expected. I kindly request that you investigate this matter at your earliest convenience. Please let me know if any further information is required from my side to assist in resolving this issue.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,  
[Your Name]