

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

[Bank Name]  
[Bank Address]  
[City, State, ZIP Code]

Subject: Request to Trace Uncredited Amount

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to request your assistance in tracing an uncredited amount that I believe was deposited into my account.

Account Number: [Your Account Number]

Transaction Date: [Date of Transaction]

Amount: [Amount]

Reference Number (if applicable): [Reference Number]

Despite my records indicating that the funds should have been credited to my account, I have not seen the amount reflected in my balance. I kindly ask that you investigate this matter and provide me with an update at your earliest convenience.

Thank you for your prompt attention to this issue. Please feel free to contact me should you require any additional information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]