

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

Dear [Bank Manager's Name],

Subject: Payment Not Credited to Account

I am writing to bring to your attention an issue regarding a payment that has not yet been credited to my account.

On [date of transaction], I initiated a payment of [amount] for [purpose of the payment, e.g., loan payment, utility bill, etc.], which was supposed to be credited to my account number [your account number].

However, as of today, [date], the amount has still not been reflected in my account.

I have verified the transaction details and can confirm that the payment was successfully processed on my end. Please find attached [any relevant documents, such as transaction receipts or confirmation emails] for your reference.

I kindly request you to look into this matter and provide me with an update on the status of the payment. Your prompt attention to this issue would be greatly appreciated, as it is causing [mention any issues caused by the delay, if applicable].

Thank you for your assistance. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Account Number (if applicable)]