

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

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

Subject: Inquiry Regarding Non-Credited Funds

Dear [Bank Manager's Name or Customer Service],
I hope this message finds you well.

I am writing to inquire about a transaction that I conducted on [transaction date], involving the amount of [amount]. Despite my records indicating that this amount should have been credited to my account [Your Account Number], it has yet to appear in my balance.

Transaction Details:

- Date of Transaction: [transaction date]
- Amount: [amount]
- Description/Reference: [transaction description or reference number]

Could you please provide me with an update regarding this matter? I would appreciate it if you could investigate this issue and let me know when I might expect the funds to be credited to my account.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]