

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

[Bank's Name]
[Branch Address]
[City, State, Zip Code]

Subject: Escalation of Missing Funds Issue

Dear [Bank Manager's Name],

I hope this letter finds you well.

I am writing to formally escalate an ongoing issue regarding missing funds from my account ([Your Account Number]) that I previously reported on [Date of Initial Report]. Despite my attempts to resolve this matter through customer service, I have not yet received a satisfactory response or resolution.

Details of the Issue:

- ****Transaction Date:**** [Date of Transaction]
- ****Amount Missing:**** [Amount]
- ****Description:**** [Brief description of the transaction and any relevant details]

I kindly request your immediate attention to this matter. I believe that a thorough investigation should be undertaken as soon as possible to locate my funds.

Please let me know the next steps I should take or if you need any additional information from my side. I appreciate your prompt attention to this serious concern and look forward to your swift response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]