

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

Subject: Issue with Bank Account Deposit

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to bring to your attention an issue I have encountered regarding a recent deposit made to my bank account (Account Number: [Your Account Number]).

On [Date of Deposit], I deposited an amount of [Amount] via [Method of Deposit, e.g., ATM, teller, online]. However, I have noticed that this amount has not yet been reflected in my account balance.

I kindly request your assistance in resolving this matter as soon as possible. I have attached copies of the deposit receipt and any relevant documentation for your reference.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]