

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

Subject: Request for Credit Confirmation

Dear [Bank Manager's Name],

I hope this message finds you well.

I am writing to formally request clarification regarding a transaction that has not been credited to my account, [Your Account Number]. On [Transaction Date], I initiated a transfer of [Amount] from [Source Account/Details], and as of today, the amount has not been reflected in my account.

I kindly request you to look into this matter and provide updates on the status of the transaction. If there are any forms or additional information required from my side to facilitate this process, please let me know.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]