

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

[Date]  
[Bank's Name]  
[Bank's Address]  
[City, State, ZIP Code]

Subject: Unresolved Transaction Inquiry

Dear [Bank Manager's Name],

I am writing to formally address an unresolved transaction that has occurred in my account ([Your Account Number]) on [Transaction Date]. The transaction in question is for [Transaction Amount] and was made at [Merchant Name/Location].

Despite my previous communications on [mention any previous contact dates], the issue remains unresolved. I kindly request your immediate attention to this matter.

I have attached all relevant documents, including [list any attachments, e.g., transaction receipts, previous correspondence].

Thank you for your swift assistance in resolving this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]