

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

Subject: Request for Explanation on Uncredited Amount

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to bring to your attention an issue regarding my account ([Your Account Number]) with [Bank Name]. On [Date of Transaction], I initiated a transaction/deposit of [Amount] which has not been reflected in my account balance. Despite waiting for the usual processing time, the amount remains uncredited, and I would appreciate your assistance in resolving this matter.

Please provide an explanation for this discrepancy and any necessary steps I need to take to rectify the situation.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]