

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

Subject: Request for Investigation of Uncredited Amount

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to bring to your attention an issue regarding a bank transaction that has not been credited to my account.

Details of the transaction are as follows:

- **Account Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Transaction Date:** [Date of Transaction]
- **Transaction Amount:** [Amount]
- **Reference Number:** [Transaction Reference Number, if applicable]

Despite completing the transaction on the above date, I have noticed that the amount has not been credited to my account. I kindly request that you investigate this matter at your earliest convenience.

Should you require any additional information or documentation to assist in your investigation, please do not hesitate to contact me using the information provided above.

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

Sincerely,
[Your Name]