

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

Subject: Inquiry Regarding Unaccounted Bank Amount

Dear [Bank Manager's Name],

I am writing to bring to your attention an issue regarding an unaccounted amount in my bank account with [Bank Name]. My account number is [Your Account Number].

Upon reviewing my recent bank statements, I have noticed a discrepancy involving [briefly describe the unaccounted amount, such as the date and amount in question]. I kindly request a thorough investigation to clarify this matter.

Please find attached any relevant documents for your reference. I appreciate your prompt attention to this issue and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]