

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

Customer Service Department
QNB Bank
[Bank Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Transaction

Dear QNB Customer Service,

I hope this message finds you well. I am writing to inquire about a recent transaction on my account that I need clarification on.

Account Number: [Your Account Number]

Transaction Date: [Transaction Date]

Transaction Amount: [Transaction Amount]

Reference Number: [Transaction Reference Number]

I noticed that this transaction does not match my records and would like to understand more about it. Any details you can provide regarding this transaction would be greatly appreciated.

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

Sincerely,
[Your Name]