

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: PBC Transaction Clearance

I hope this message finds you well. I am writing to formally request clearance for the pending PBC transactions associated with our account [Account Number or Reference].

Details of the transactions are as follows:

- Transaction ID: [Transaction ID]
- Date of Transaction: [Date]
- Amount: [Amount]
- Description: [Brief description of the transaction]

We appreciate your prompt attention to this matter and look forward to your confirmation of clearance for these transactions. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]