

**Date:** [Insert Date]

**Subject:** Urgent: Action Required - Blocked International Transfer (Reference: [Insert Reference Number])

Dear [Recipient Name/Bank Department],

We are writing to inform you that an international wire transfer initiated on [Date] for the amount of [Currency and Amount] has been temporarily blocked/placed on hold by our processing department.

The transfer cannot be completed due to missing or incomplete beneficiary details. To release the funds and complete the transaction, please provide the following information:

- **Full Legal Name of Beneficiary:** [Insert]
- **Physical Address of Beneficiary:** [Insert]
- **Beneficiary Bank Account Number / IBAN:** [Insert]
- **Bank SWIFT/BIC Code:** [Insert]
- **Purpose of Payment:** [Insert]

Please submit this information by replying to this email or contacting our support team at [Phone Number] no later than [Deadline Date]. Failure to provide these details may result in the funds being returned to the originating account, which may incur additional processing fees.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Organization Name]

[Your Title]

[Contact Information]