

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

[Date]

[Bank Name]  
[Dispute Department/Customer Service Department Address]  
[City, State, Zip Code]

**RE: Formal Dispute - Uncredited Mobile Check Deposit**

Dear Customer Service Department,

I am writing to formally dispute a mobile check deposit that has not been credited to my account. Despite receiving a confirmation that the deposit was successful, the funds are not appearing in my balance.

The details of the transaction are as follows:

- **Account Number:** [Your Account Number]
- **Date of Deposit:** [Date you scanned the check]
- **Check Number:** [Number found in the top right corner of the check]
- **Check Amount:** \$[Dollar Amount]
- **Confirmation Number:** [Mobile app confirmation number, if applicable]
- **Issuer of Check:** [Name of person or company who wrote the check]

I have attached a copy of the confirmation receipt and a photo of the front and back of the check for your reference. I have also verified with the sender that the funds have been deducted from their account.

Please investigate this matter and credit the full amount of \$[Dollar Amount] to my account immediately. Additionally, I request that any fees incurred due to this missing deposit be waived or reimbursed.

I look forward to your prompt response and a resolution to this matter within [Number, e.g., 5-10] business days. Please notify me in writing once the correction has been made.

Sincerely,

[Your Signature]

[Your Printed Name]

**Enclosures:** Copy of Mobile Deposit Confirmation, Copy of Check (Front and Back)