

Date: [Insert Date]

To: [Payroll Department Name / Manager Name]

Company Name: [Insert Company Name]

Address: [Insert Company Address]

Subject: Formal Dispute regarding Unprocessed Direct Deposit

Dear [Recipient Name],

I am writing to formally dispute the missing payment for the pay period ending [Insert Pay Period End Date]. As of [Insert Current Date], the expected direct deposit in the amount of \$[Insert Amount] has not been credited to my bank account.

I have confirmed with my financial institution, [Insert Bank Name], that there are no pending transactions or technical issues on their end. According to my records, the account and routing numbers provided to the company remain correct and unchanged.

I request that you investigate this matter immediately to locate the funds and ensure the payment is processed. If the error occurred on the company's side, I request that a manual check be issued or an immediate electronic re-transfer be initiated to rectify this situation.

Attached you will find a copy of my pay stub and a recent bank statement highlighting the missing transaction for your reference.

Please provide an update on the status of this payment by [Insert Date/Time]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID Number]

[Your Phone Number]