

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice Regarding Unrecorded Night Depository Submission

Dear [Customer Name],

We are writing to notify you regarding a discrepancy concerning your night depository submission made on [Date of Deposit].

Our records indicate that while a deposit bag assigned to your account (Bag #[Bag Number]) was retrieved from the night depository vault, the contents have not yet been credited to your account due to the following reason:

- Missing or incomplete deposit slip.
- Discrepancy between the amount listed on the slip and the physical currency/checks found.
- Deposit bag was found unsealed or damaged.
- Other: [Description of Issue]

To ensure the funds are processed accurately, we request that you visit our branch located at [Branch Address] or contact our operations department at [Phone Number] at your earliest convenience.

Please bring any duplicate deposit slips or transaction logs you have regarding this submission to assist us in our investigation.

Thank you for your prompt attention to this matter and for your continued business.

Sincerely,

[Bank Representative Name]

[Title]

[Bank Name]