

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Bank Name]
[Department Name, e.g., Deposit Operations]
[Bank Address]

RE: Official Dispute for Uncredited Cashier's Check Deposit

To Whom It May Concern,

I am writing to formally dispute a missing credit to my account regarding a cashier's check deposit that has not yet been posted to my balance. Despite the deposit being made on [Date of Deposit], the funds are not reflected in my account.

Account and Transaction Details:

- Account Holder Name: [Your Full Name]
- Account Number: [Your Account Number]
- Cashier's Check Number: [Check Number]
- Issuing Bank of Check: [Name of Bank that Issued the Check]
- Amount: \$[Dollar Amount]
- Date of Deposit: [Date]
- Location of Deposit: [Branch Address or ATM ID]

I have attached a copy of the deposit receipt and a copy of the cashier's check (if available) for your reference. This deposit should have been available per the bank's funds availability policy and the Expedited Funds Availability Act.

Please investigate this matter immediately and credit the full amount of \$[Dollar Amount] to my account. I also request that any overdraft or late fees incurred as a result of this missing deposit be waived and reversed.

Please provide a written response regarding the status of this investigation within [Number of Days, e.g., 10] business days.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List attached documents, e.g., Deposit Receipt, Check Copy]