

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

[Date]

[Name of Financial Institution/Company]  
[Department Name, e.g., Billing Disputes]  
[Address]  
[City, State, Zip Code]

**Subject: SECOND REQUEST - Formal Dispute of Unprocessed Deposit**

Dear Customer Service Department,

I am writing this letter as a follow-up to my previous correspondence sent on [Date of First Letter] regarding a deposit that has not yet been credited to my account. As of today, I have not received a resolution or a response concerning this matter.

Account Number: [Your Account Number]  
Transaction Date: [Date of Deposit]  
Deposit Amount: \$[Amount]  
Transaction/Reference Number: [If applicable]

The funds were deposited via [Method: e.g., ATM, Mobile App, Wire Transfer, In-Branch]. I have attached a copy of the deposit receipt/confirmation for your reference. Despite the time elapsed, these funds are not reflecting in my available balance.

Please investigate this matter immediately and credit the full amount to my account. I also request that you waive any fees that may have been incurred due to this missing deposit.

I look forward to receiving a written confirmation that this issue has been resolved within [Number of Days, e.g., 5] business days. If I do not hear from you, I will be forced to escalate this complaint to the [Relevant Regulatory Body, e.g., Consumer Financial Protection Bureau].

Thank you for your prompt attention to this second notice.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List attached documents, e.g., Deposit Receipt, Bank Statement, Previous Correspondence]