

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

[Date]

[Bank Manager Name, if known]  
[Bank Name]  
[Department Name, e.g., Customer Relations or Audit Department]  
[Bank Address]

**Subject: Formal Request for Audit - Missing Funds in Savings Account #[Your Account Number]**

Dear [Manager Name or Customer Service Department],

I am writing to formally request a comprehensive audit and investigation into my savings account, number [Account Number], due to a discrepancy in the balance. It appears that funds in the amount of \$[Amount] are missing or unaccounted for.

I first noticed this discrepancy on [Date] when reviewing my [Statement Period/Online Portal]. Specifically, the following transactions are either missing or incorrect:

- [Description of Transaction 1, Date, and Amount]
- [Description of Transaction 2, Date, and Amount]

I have already attempted to resolve this through [mention any previous phone calls or branch visits, including dates and names of staff spoke to], but the issue remains unresolved. I am attaching copies of my records and relevant statements highlighting the missing funds for your review.

Please conduct a full audit of this account and provide a written explanation regarding the location of these funds. I request that these funds be restored to my account immediately upon verification of the error.

I look forward to receiving a response or an update on the status of this investigation within [Number, e.g., 10] business days. Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Signature]

[Your Printed Name]

**Enclosures:** [List attached documents, e.g., Bank Statements, Deposit Slips]