

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

[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Formal Request for Wire Transfer Trace - Reference #[Transaction Reference Number]

To the Wire Transfer Department / Customer Service Manager,

I am writing to formally request a trace on a wire transfer that was initiated from my account but has not yet been received by the intended beneficiary. Despite the funds being debited from my account, the recipient reports that the funds have not arrived.

The details of the transaction are as follows:

- **Sender Name:** [Your Name or Business Name]
- **Sending Account Number:** [Your Account Number]
- **Date Initiated:** [Date]
- **Transaction Amount:** [Currency and Amount]
- **Transaction Reference/IMAD/OMAD Number:** [Reference Number]
- **Recipient Name:** [Recipient Name]
- **Recipient Bank:** [Recipient Bank Name]
- **Recipient Account Number/IBAN:** [Recipient Account Number]

Please initiate a formal trace (and provide the Federal Reference Number/Swift Message if applicable) to locate the current status of these funds. I request that you investigate whether the funds are held at an intermediary bank or if there was a rejection that has not yet been credited back to my account.

Please provide me with a written update or a "MT103" document as soon as possible. I look forward to your prompt assistance in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]