

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

[Date]

[Name of Executive/Manager]
[Title, e.g., Head of Client Relations]
[Financial Institution Name]
[Department]
[Institution Address]

RE: FORMAL ESCALATION - MISSING DEPOSITORY FUNDS

Account Number: [Your Account Number]
Transaction Date: [Date of Deposit]
Transaction Amount: \$[Amount]

Dear [Manager Name],

I am writing to formally escalate a grievance regarding funds that were deposited into my account but have not been credited. Despite my previous attempts to resolve this through standard customer service channels on [Date(s) of previous contact], the matter remains unresolved.

The details of the missing deposit are as follows:

- **Date of Transaction:** [Insert Date]
- **Method of Deposit:** [e.g., ATM, Mobile Scan, Wire Transfer, In-Branch]
- **Reference/Confirmation Number:** [Insert Number]
- **Exact Amount:** \$[Insert Amount]

I have attached copies of the [Deposit Receipt/Transaction Screenshot/Bank Statement] as evidence of this transaction. This missing deposit has caused significant [mention inconvenience, e.g., financial hardship or missed payments], and I find the delay in locating these funds unacceptable.

I demand that a formal investigation be completed and the funds be credited to my account immediately. Please provide a written response acknowledging receipt of this escalation and an estimated timeline for resolution within [Number, e.g., 2] business days.

If this matter is not resolved promptly, I will be forced to file a formal complaint with the [Relevant Regulatory Body, e.g., Consumer Financial Protection Bureau (CFPB) or Office of the Comptroller of the Currency].

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Signature]

[Your Printed Name]