

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

[Date]

[Bank/Institution Name]  
[Department Name, e.g., Fraud/Customer Service]  
[Address]

**RE: Formal Request for Investigation of Missing Funds - Account Number: [Your Account Number]**

Dear [Manager Name or Department],

I am writing to formally request an immediate investigation into missing funds from my account mentioned above. I discovered a discrepancy between my records and my current account balance on [Date].

The details of the missing funds/disputed transaction(s) are as follows:

- **Transaction Date:** [Date]
- **Transaction Amount:** [Amount]
- **Transaction Description:** [Description as seen on statement]
- **Expected Balance:** [Amount]
- **Actual Balance:** [Amount]

I did not authorize this transaction, nor did I receive any goods or services in relation to this withdrawal. I have attached copies of my latest statement and relevant receipts for your reference.

Please initiate a formal investigation into this matter and provide a written explanation of your findings. I also request that the missing funds be credited back to my account while the investigation is pending, as per standard regulatory procedures.

I look forward to your prompt response. Please acknowledge receipt of this letter within [Number, e.g., 3] business days.

Sincerely,

[Your Signature]

[Your Printed Name]

Encl: [List attached documents, e.g., Account Statement, Police Report (if applicable)]