

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

[Date]

[Bank Manager Name/Department]  
[Bank Name]  
[Bank Branch Address]  
[City, State, Zip Code]

**RE: Formal Request for Review of Unaccounted Funds - Account Number: [Your Account Number]**

Dear [Bank Contact Person Name or Customer Service Department],

I am writing to formally request an immediate review of my account mentioned above regarding unaccounted funds that are not reflecting in my current balance.

On [Date of Transaction], a transaction in the amount of [Amount] was [deposited/transferred/expected] to my account. However, as of [Current Date], these funds have not been credited to my balance, nor does the transaction appear in my recent transaction history.

I have attached the following supporting documents for your reference:

- [List document, e.g., Deposit Slip/Transfer Receipt]
- [List document, e.g., Correspondence from the Sender]

I request that you investigate this discrepancy and provide a written explanation regarding the status of these funds. Please credit the missing amount to my account as soon as the error is verified.

I look forward to your prompt response within [Number of Days, e.g., 5] business days. Thank you for your assistance in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]