

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Urgent: Missing Originator Information for Wire Transfer

Dear [Recipient Name],

We are writing to notify you regarding a pending wire transfer (Reference Number: [Reference Number]) in the amount of [Amount] [Currency] dated [Date].

To comply with regulatory requirements and internal security policies, we require complete originator information before this transaction can be fully processed. Specifically, we are missing the following details:

- Full Legal Name of the Originator
- Physical Address (P.O. Boxes are not accepted)
- Account Number or Unique Transaction ID
- [Optional: Purpose of Payment]

Please provide this information by [Deadline Date] to avoid any further delays or the potential return of funds to the sending institution. You may submit these details by replying to this email or contacting our department at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]

[Company Name]

[Contact Information]