

Date: [Insert Date]

To: [Bank Name]

Department: Wire Transfer / Commercial Banking Division

Address: [Bank Address]

RE: Formal Dispute Regarding Delayed Corporate Wire Transfer

Dear Sir/Madam,

I am writing on behalf of [Your Company Name] to formally dispute the delay in processing a wire transfer initiated through our account. Despite the funds being debited from our account, the recipient has not yet received the credit.

Transaction Details:

- **Account Name:** [Your Company Name]
- **Account Number:** [Your Account Number]
- **Transaction Reference/IMAD/OMAD Number:** [Insert Number]
- **Date Initiated:** [Insert Date]
- **Transfer Amount:** [Insert Currency and Amount]
- **Beneficiary Name:** [Recipient Name]
- **Beneficiary Bank:** [Recipient Bank Name]

The standard processing time for this transaction has been exceeded. This delay is causing significant disruption to our business operations and potential financial loss regarding [mention briefly, e.g., vendor contracts/late fees].

We request that you immediately:

1. Trace the current status of this wire transfer.
2. Provide a written explanation for the cause of the delay.
3. Expedite the release of funds to the beneficiary.
4. Provide an updated Proof of Payment or Swift MT103 message.

Please provide an update on this matter within [Number, e.g., 24] hours. I can be reached directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]