

Date: [Insert Date]

To: [Recipient Name/Department]

Company: [Company Name]

Subject: Notification of Failed Business Wire Transfer Execution

Dear [Name],

This letter is to formally notify you that the wire transfer initiated on [Date of Initiation] has failed to execute successfully.

Transaction Details:

- **Reference Number:** [Insert Number]
- **Transfer Amount:** [Insert Amount and Currency]
- **Intended Recipient:** [Insert Recipient Name]
- **Bank Name:** [Insert Receiving Bank Name]

Reason for Failure:

[Insert Reason, e.g., Incorrect account details, Insufficient funds, or Rejected by intermediary bank]

Status of Funds:

The funds [have been returned to your account / are currently being held pending further information]. Please note that any processing fees charged by the involved financial institutions may have been deducted from the original amount.

Next Steps:

Please review the recipient's banking information and contact [Department Name] at [Phone Number/Email] to verify the details before we attempt to re-process this transaction.

We apologize for any inconvenience this may cause.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]