

[Sender Name/Department]
[Organization Name]
[Date]

[Recipient Name]
[Recipient Address]

Subject: Status Update for International Wire Transfer - Reference #[Reference Number]

Dear [Recipient Name],

We are writing in response to your inquiry regarding the status of the international wire transfer sent on [Date] for the amount of [Amount and Currency].

According to our records, the funds were successfully processed and released from our institution on [Date]. However, we have observed a delay in the final credit to the beneficiary account. Our investigation indicates that the delay is due to:

- [Option 1: Routine security screening by intermediary banks]
- [Option 2: Missing or incomplete correspondent bank information]
- [Option 3: Public holidays in the recipient's country]
- [Option 4: Standard international processing times]

We have contacted the correspondent bank to expedite the tracking process (MT103) and ensure the funds reach the destination account. Most international transfers are resolved within 3 to 5 business days.

We apologize for any inconvenience caused by this delay. We will notify you immediately once we receive confirmation that the funds have been credited.

If you have further questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Sender Name]
[Title]