

[Bank Name]
[Department Name]
[Street Address]
[City, State, Zip Code]

[Date]

[Customer Name]
[Street Address]
[City, State, Zip Code]

Subject: Response to Wire Transfer Status Inquiry

Dear [Customer Name],

This letter is in response to your inquiry regarding the status of the domestic wire transfer initiated on [Date of Original Transfer].

Transaction Details:

- Reference Number: [Transaction Reference Number]
- Amount: [Currency and Amount]
- Recipient Name: [Beneficiary Name]
- Recipient Bank: [Receiving Bank Name]

Current Status:

[Insert Status: e.g., Successfully Completed / Pending / Rejected / Under Review]

Status Description:

[Provide brief details here, such as: The funds were credited to the recipient's account on (Date) at (Time) OR The transfer is currently awaiting secondary authorization OR The transfer was returned due to incorrect account details.]

If you have further questions or require additional documentation, please contact our Wire Transfer Department at [Phone Number] or via email at [Email Address].

Thank you for choosing [Bank Name].

Sincerely,

[Employee Name]
[Job Title]
[Bank Name]