

[Company Name]
[Payroll Department Address]
[City, State, Zip Code]
[Date]

[Employee Name]
[Employee ID]
[Employee Address]

Subject: Confirmation of Direct Deposit Trace Request

Dear [Employee Name],

This letter is to confirm that [Company Name] has initiated a formal trace for your direct deposit payment scheduled for [Pay Date] in the amount of \$[Amount].

The details of the transaction being traced are as follows:

- **Transaction Date:** [Date]
- **Bank Name:** [Bank Name]
- **Account Number (Last 4 digits):** [####]
- **ACH Trace Number:** [Trace Number]

Our banking institution has been notified, and they are currently investigating the status of these funds. Please be advised that the trace process typically takes [Number] business days to complete. We will notify you immediately once we receive a response from the bank regarding the location of the funds or if the payment has been returned to us.

If you have any questions in the meantime, please contact the Payroll Department at [Phone Number] or [Email Address].

Sincerely,

[Name]
[Title]
[Company Name]