

Date: [Date]

To:

[Name of Requesting Financial Institution]

[Department Name]

[Street Address]

[City, State, Zip Code]

Attention: [Contact Name or Department]

RE: RESOLUTION OF TRACE INQUIRY

Transaction Details:

Reference Number: [Trace/Reference Number]

Original Transaction Date: [Date]

Transaction Amount: [Amount and Currency]

Sender Name: [Sender Name]

Receiver Name: [Receiver Name]

Account Number (Last 4 digits): [####]

Dear [Contact Name],

This letter is in response to your trace inquiry received on [Date of Inquiry Request] regarding the transaction referenced above.

Our investigation into this matter is now complete. Please find the resolution details below:

Resolution Status: [Resolved / Funds Located / Funds Returned]

Findings:

[Detailed explanation: e.g., The funds were successfully credited to the beneficiary account on (Date) / The funds have been returned to the originating institution due to (Reason) / The transaction was rejected due to incorrect account details.]

Action Taken:

[Description of action: e.g., Credit applied / Return processed via IMAD/OMAD # / No further action required.]

If you require further information regarding this resolution, please contact our [Department Name] at [Phone Number] or [Email Address] quoting the reference number above.

Sincerely,

[Your Name]

[Your Title]

[Your Financial Institution Name]

[Phone Number]