

Date: [Insert Date]

Recipient Name: [Insert Name]

Address: [Insert Street Address]

City, State, Zip: [Insert City, State, Zip]

Subject: Resolution of Direct Deposit Trace - Funds Successfully Posted

Dear [Insert Recipient Name],

This letter is to formally notify you regarding the trace request initiated on [Insert Date Trace Started] for the direct deposit payment in the amount of \$[Insert Amount].

We have completed our investigation with our financial institution. Our records confirm that the funds were successfully delivered and posted to the account on file. The details of the completed transaction are provided below:

- **Transaction Date:** [Insert Date Funds Posted]
- **Trace/Reference Number:** [Insert Trace or ACH Reference Number]
- **Receiving Bank Name:** [Insert Bank Name]
- **Account Number (Last 4 Digits):** [Insert Last 4 Digits]

Since the funds have been confirmed as successfully deposited by the receiving institution, this trace request is now considered closed. If you are still unable to locate these funds within your account statement, we recommend presenting the Trace/Reference Number listed above to your bank's ACH or wire department for further assistance.

If you have any further questions regarding this matter, please contact us at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Insert Sender Name]

[Insert Title]

[Insert Company Name]