

[Agency Name]
[Department/Division]
[Street Address]
[City, State, Zip Code]

[Date]

[Recipient Name/Financial Institution]
[Street Address]
[City, State, Zip Code]

RE: Response to ACH Trace Inquiry - Trace Number: [Trace Number]

To Whom It May Concern,

This letter is in response to your inquiry regarding the status of the Automated Clearing House (ACH) transaction initiated by [Agency Name] on [Original Transaction Date].

Our records confirm the following details regarding this payment:

- **Originating Agency:** [Agency Name]
- **Trace Number:** [Trace Number]
- **Transaction Amount:** \$[Amount]
- **Effective Date:** [Effective Date]
- **Receiving Financial Institution:** [Bank Name]
- **Receiver Account Number:** [Masked Account Number]

According to our internal systems and the Federal Reserve reporting, this transaction was successfully transmitted and has not been returned by the receiving depository financial institution (RDFI). Based on this trace information, the funds should be available in the recipient's account.

If the recipient continues to report that the funds are missing, please use the Trace Number provided above to locate the entry within your internal ACH warehouse or incoming file logs.

If you require further documentation or if the funds are being held due to an account mismatch, please contact our ACH Department at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]
[Printed Name]
[Title]
[Agency Name]