

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Request for Direct Deposit Trace - Insufficient Sender Information

To the Customer Service Department,

I am writing to formally request a trace on a missing direct deposit intended for my account. I have been informed that the transaction was unsuccessful or remains in a pending status due to insufficient or incomplete sender information.

The details of the expected transaction are as follows:

- **Account Holder Name:** [Full Name on Account]
- **Account Number:** [Your Account Number]
- **Routing Number:** [Your Routing Number]
- **Expected Deposit Date:** [Date]
- **Expected Amount:** \$[Amount]
- **Sender Name/Company:** [Name of Employer or Entity]
- **Trace Number/Transaction ID (if known):** [ID Number]

Please investigate this matter to identify what specific information is missing or incorrect. If the funds are being held, please advise on the steps required to release them to my account. If the funds have been returned to the sender, please provide a confirmation or return reference number so I may contact the sender to rectify the information.

Please provide an update on the status of this trace by [Date]. You may contact me at [Phone Number] or [Email Address].

Thank you for your prompt assistance in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]