

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

[Date]

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

Subject: Inquiry Regarding Delay in Check Clearing for Account [Your Account Number]

Dear Customer Service Department,

I am writing to formally inquire about a delay in the clearing of a check deposited into/issued from my account, number [Your Account Number].

It has come to my attention that the processing of Check No. [Check Number] in the amount of \$[Amount] has been delayed. I was recently informed that this delay may be due to the "dormant" or "inactive" status of my account.

Please note that I have recently [mention action taken to reactivate, e.g., made a deposit / visited a branch] to ensure the account is active. I request that you investigate the current status of this transaction and expedite the clearing process immediately.

If any further documentation or verification is required from my end to resolve this matter and fully reactivate my account features, please let me know as soon as possible.

I look forward to your prompt response and a confirmation that the funds have been successfully processed.

Sincerely,

[Your Signature]

[Your Printed Name]