

[Your Company Name/Bank Name]
[Department Name]
[Address]
[City, State, Zip Code]
[Date]

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

**RE: NOTICE OF WIRE TRANSFER INTERCEPTION - MISSING BENEFICIARY
DETAILS**

Dear [Contact Name/Transfer Department],

This letter is to formally notify you that a wire transfer initiated on [Date of Transfer] in the amount of [Currency and Amount] has been intercepted and placed on temporary hold by our processing department.

The transaction details are as follows:

- **Reference Number:** [Transaction Reference/IMAD/OMAD]
- **Ordering Customer:** [Sender Name]
- **Originating Bank:** [Bank Name]

The transfer cannot be completed at this time because the following required beneficiary information is missing or incomplete:

- [Specify missing detail: e.g., Full Beneficiary Name, Account Number, or Physical Address]

Please provide the missing information by replying to this notice or by sending an amended payment instruction via [Method: e.g., SWIFT/Secure Portal].

If the required information is not received by [Date], the funds will be returned to the originating institution in accordance with standard banking regulations.

Sincerely,

[Your Name/Signature]
[Your Job Title]
[Phone Number]
[Email Address]