

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

[Date]

[Recipient Name or Department]
[Company or Bank Name]
[Address]
[City, State, Zip Code]

Subject: Notice of Missing Electronic Funds Transfer (EFT)

Dear [Recipient Name],

I am writing to formally notify you that an expected Electronic Funds Transfer (EFT) has not been credited to my account. According to my records, the deposit was scheduled to be received on [Expected Date].

The details of the missing transaction are as follows:

- **Sender Name:** [Name of Payer]
- **Expected Amount:** \$[Dollar Amount]
- **Reference/Confirmation Number:** [Number, if available]
- **Receiving Account Number:** [Last 4 digits of your account]

I have already contacted the sending party, and they have confirmed that the funds were initiated on [Date Sent]. I request that you investigate this matter to locate the funds and credit them to my account as soon as possible.

Please provide a status update or a timeline for the resolution of this inquiry. You can reach me at [Your Phone Number] or via email at [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]