

Inquiry Regarding Electronic Funds Transfer Processing Delay

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to inquire about the status of an electronic funds transfer that I initiated on [Insert Transfer Date]. The transfer, with reference number [Insert Reference Number], was supposed to reach the recipient's account by [Insert Expected Date], but as of today, it has not yet been completed.

This delay is causing me considerable concern and I would appreciate your assistance in investigating this matter and providing me with an update on the status of the transfer.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]