

Funds Transfer Status Inquiry

Date: [Insert Date]

To: [Bank/Financial Institution Name]

Address: [Bank Address]

Dear [Customer Service Department/Specific Contact Name],

I am writing to inquire about the status of an electronic funds transfer conducted on [Insert Transfer Date]. The details of the transaction are as follows:

- **Sender's Account Name:** [Your Name]
- **Sender's Account Number:** [Your Account Number]
- **Recipient's Account Name:** [Recipient Name]
- **Recipient's Account Number:** [Recipient Account Number]
- **Transaction Amount:** [Transaction Amount]
- **Transaction Reference Number:** [Reference Number]

Please provide any available updates regarding the status of this transaction, as I would like to confirm that it has been successfully processed.

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]