

Date: [Insert Date]

To,
The Branch Manager
[Bank Name]
[Branch Address]
[City, State, ZIP Code]

Subject: Request for Account Adjustment Due to Unprocessed Reversal

Dear Sir/Madam,

I am writing to formally request an immediate adjustment to my account due to an unprocessed reversal that was expected to be completed by your bank. Below are the pertinent details:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Transaction Reference Number:** [Transaction Reference]
- **Date of Original Transaction:** [Date]
- **Amount to be Reversed:** [Reversal Amount]

On [date of original transaction], I initiated a transaction of [amount] with reference number [transaction reference], which was subsequently reported as unsuccessful on [date]. I was assured by your bank's representative that the transaction would be reversed within [expected time frame]. However, to date, the reversal has not been credited to my account.

I kindly request you to urgently investigate this matter and process the pending reversal at the earliest. Please provide a written confirmation of the adjustment once it has been completed. I am attaching copies of the relevant transaction statements for your reference.

I trust you will treat this matter with the priority it deserves to ensure the accuracy of my account balance and maintain trust in your banking services.

Thank you for your prompt attention to this issue.

Sincerely,
[Your Name]
[Your Contact Number]
[Your Email Address]

Enclosures: Transaction Statements, Proof of Original Transaction