

Subject: Urgent: Trade Unsettlement Notification

From: John Doe, Settlements Team, Bank 1

To: Operations Team, Bank 2

CC: Trade Support Team, Bank 1

Dear Bank 2 Ops Team,

We would like to bring to your attention that the following trade remains unsettled as of today. Kindly review the details and provide an update on the settlement status at the earliest.

Trade Details:

[See Screenshot Below]

Issue: The trade was expected to settle on [Settlement Date], but it has not been processed successfully. We request you to investigate the reason for the delay and advise on the next steps required to complete the settlement.

Requested Action:

1. Please confirm the status of the trade.
2. Provide any required actions from our end to facilitate the settlement.
3. If there are any discrepancies, kindly highlight them for resolution.

Your prompt attention to this matter would be highly appreciated. Kindly acknowledge receipt of this email and provide an update by [Response Deadline].

Best regards,

John Doe

Settlements Team

Bank 1

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Trade Settlement System - Unsettled Trades			
Trade Date	Quantity	ISIN	Custodian Account
2025-03-18	1000	US1234567890	023089313956.I0
2025-03-19	500	GB0987654321	023010874934.L3
2025-03-20	750	FR5678901234	023081243784.S9
2025-03-21	1200	DE4321098765	023091308470.C5
2025-03-22	950	JP6789012345	023083536513.L1