To,  
The Branch Manager,  
\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the bank)  
\_\_\_\_\_\_\_\_\_\_\_\_ (Branch Address)

Date: \_\_/\_\_/\_\_\_\_ (DD/MM/YYYY),

Subject- Cash not received from ATM but account deducted from Account Number \_\_\_\_\_\_\_\_\_\_\_\_ (Bank Account No.)

Respected sir,

I, \_\_\_\_\_\_\_\_\_\_\_\_(Name) hold a \_\_\_\_\_\_\_\_\_\_\_\_ (Saving/Current) account (Bank Account Number) with your branch. I am writing this letter in regard to the attempt of cash withdrawal done on \_\_\_\_\_\_\_ (Date) from your \_\_\_\_\_\_\_\_\_ (ATM Location) ATM. I had tried to withdraw a sum of \_\_\_\_\_\_\_\_\_\_\_ (amount), however, amount did not dispensed from ATM, however, my account got deducted with Amount \_\_\_\_\_\_\_\_\_\_ (Amount Deducted).

Fortunately, I have got the \_\_\_\_\_\_\_\_\_\_ (withdrawal slip/SMS confirmation/passbook entry) with me. Copy of the same is enclosed with this letter for your reference.

I request you to kindly have a look into this matter and arrange a refund of amount \_\_\_\_\_\_\_\_\_\_ (Amount Deducted) in my account.

Yours faithfully,  
\_\_\_\_\_\_\_\_(Name)  
\_\_\_\_\_\_\_\_ (Account Number)  
\_\_\_\_\_\_\_\_ (Transaction Number)