

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)