

To

Date:

Branch Manager

Bank of Baroda

\_\_\_\_\_ Branch

Dear Sir,

**Sub: Non-Receipt of Cash from \_\_\_\_\_ATM.**

I would like to bring into your notice that I had tried to withdraw cash for AED \_\_\_\_\_ from the ATM of \_\_\_\_\_ Bank at \_\_\_\_\_ (Area) on \_\_\_\_\_ (Date) using my ATM Card No. \_\_\_\_\_.

- But I have not received any cash from the ATM & the amount has been debited to my account.

Or

- But I have received only AED \_\_\_\_\_ & my account has been debited with the full amount AED\_\_\_\_\_. Please note the denomination of cash received as follows:

| Denomination | No. of Notes | Total |
|--------------|--------------|-------|
| 500          |              |       |
| 100          |              |       |
| Total        |              |       |

I therefore request you to look into the matter and credit the dispute amount AED\_\_\_\_\_ to my account at the earliest.

- I have received the slip from the ATM for the above mentioned cash withdrawal , copy of which is enclosed for your reference.

Or

- I have not received any slip from the ATM for the above mentioned cash deposit.

I hereby declare that the above mentioned transaction & claim are true to the best of my knowledge. In case of any discrepancy in my above mentioned claim, I solely undertake the full responsibility and give you the authority to debit my account for the same.

Yours faithfully,

Name: \_\_\_\_\_

Account No. \_\_\_\_\_

Mobile No. \_\_\_\_\_