

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. _____