

Request for Refund of Failed ATM Withdrawal

From,

[Your Name],

[Your Address],

[Your Phone Number]

[Your Mail]

Date:

To,

[Receiver's Name],

[Address],

[Phone Number]

[Mail]

Dear [Name] Sir,

I am [Your Name], a customer from your bank. I write to request for a refund of a failed ATM withdrawal that happened on the [date the transaction was initiated] while withdrawing at the ATM, I was waiting to collect cash from the ATM after imputing my pin but I was unable to withdraw yet was debited. Therefore, I write to request for a refund of [amount involved] deducted from my account ----- . Find herein the receipt of the failed transaction.

I will be grateful if the money is been refunded within the next 7 days.

Yours faithfully,

[Your Name]