

Loss Memo for Duplicate Debit Card Transaction

Date:

To:

The Branch Manager

Branch:

Account Holder Name:

Account Number:

Debit Card Number (Last 4 digits):

Subject: Loss Memo Request due to Duplicate Debit Card Transaction

Dear Sir/Madam,

I am writing to bring to your notice that I have observed a duplicate debit card transaction in my account, the details of which are as follows:

Transaction Date:

Transaction Amount:

Merchant Name/Location:

Reference Number(s):

The above transaction has been debited twice from my account. I kindly request you to investigate this duplicate debit and issue a Loss Memo for reversal/refund.

I hereby confirm that I have not authorized the duplicate transaction and have not benefited from it. I request you to kindly process the Loss Memo and do the needful at the earliest.

Thank you.

Sincerely,

(Signature)

(Contact Number)

Important Notes:

- Submit the Loss Memo request at your home branch with supporting documents (e.g., statement highlighting duplicate charges).
- Keep a copy of this application for your records.
- The bank may take a few working days to investigate and process the refund.
- False reporting may attract penalties as per bank policy.
- Always safeguard your debit card details to prevent unauthorized transactions.