

Loss Memo for Failed Fund Transfer

Date: 2024-06-28

To,
The Branch Manager
Example Bank Ltd.
[Branch Address]

Subject: **Loss Memo for Failed Fund Transfer**

Dear Sir/Madam,

I wish to bring to your attention a failed fund transfer transaction from my account. The details of the transaction are as follows:

Account Holder Name	John Doe
Account Number	1234567890
Transaction Reference No.	FT20240627001
Date of Transaction	2024-06-27
Amount	â,150,000
Beneficiary Name	Jane Smith
Beneficiary Account Number	0987654321
Transfer Type	NEFT

I attempted the above fund transfer, but the transaction failed and the amount has not been credited to the beneficiary's account. I request you to kindly investigate the matter and initiate necessary action for the refund or completion of the transfer at the earliest.

Kindly provide an update on the status and steps taken to resolve this issue.

Thank you for your attention to this matter.

Sincerely,
John Doe
Mobile: 9999999999
Email: johndoe@email.com

Important Notes

- This document should be signed and submitted to the bank branch promptly after the failed fund transfer.
- Always include proof of transaction such as bank statement or transaction screenshot.
- Keep a copy of this memo and any correspondence with the bank for future reference.
- Follow up with your bank for timely resolution of the issue.
- Incorrect details may delay the investigation process.