

Loss Memo for NEFT/RTGS Failure

Date: _____

To: The Branch Manager

Bank Name: _____

Branch Address: _____

Subject: Loss Memo for Failed NEFT/RTGS Transaction

Dear Sir/Madam,

I, **[Your Name]**, holding account number **[Your Account Number]** at your branch, wish to report the failure of my recent NEFT/RTGS transaction.

Transaction Details:

Transaction Date: _____

Transaction Reference No.: _____

Amount: INR _____

Beneficiary Name: _____

Beneficiary Account No.: _____

Beneficiary Bank: _____

The mentioned transaction did not reach the beneficiary's account. I kindly request the bank to investigate the matter and take necessary steps for reversal/credit of the funds as applicable.

I declare that the above facts are true and correct to the best of my knowledge. Attached are the relevant transaction receipts and supporting documents for your reference.

Thank you for your prompt attention.

Yours sincerely,

[Your Name]

Contact No.: _____

Email Address: _____

Important Notes:

- Always attach a copy of the failed transaction receipt or screenshot for faster processing.
- Ensure all provided details are accurate to avoid delays in resolution.
- Report failed transactions as soon as detected for timely redressal.
- This memo should be submitted to your bank branch or as per their prescribed procedure.
- Keep a copy of the submitted memo and all supporting documents for your records.