

# 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.