

Loss Memo for UPI Transaction Dispute

Date:

To:

The Branch Manager,

[Bank Name and Branch]

Subject:

Reporting Loss/Dispute for UPI Transaction

Dear Sir/Madam,

I, _____, holding Account No. _____ at your branch, wish to report a dispute/loss involving the following UPI transaction:

Transaction ID (UTR):

Date & Time of Transaction:

Amount (₹,¹):

UPI ID Used:

Recipient Name/UPI ID:

Brief Description of Issue:

(e.g., unauthorized transfer, amount debited but not credited, etc.)

I request you to kindly investigate and resolve this dispute at the earliest. Enclosed are relevant proofs (app screenshot/SMS/bank statement, etc.).

Yours faithfully,

Signature of Account Holder

Name:

Contact No.:

Email ID:

Important Notes:

- Ensure all transaction details are accurate to avoid delays in dispute resolution.
- Attach supporting documents such as screenshots, transaction SMS, or mini statement.
- File the memo at the earliest after discovering any unauthorized or failed UPI transaction.
- This Loss Memo is an essential document for initiating a formal dispute investigation.

- Do not share confidential credentials (PIN/password/OTP) with anyone during the process.