

Date: _____

To,
The Branch Manager,

Bank,
Branch

Application for Banking Loss Recovery

Respected Sir/Madam,

I, _____, holding the account number _____ in your branch, am writing to formally request assistance with recovery of a financial loss incurred due to unauthorized/fraudulent transaction(s) on my account.

The details of the incident are as follows:

Date of Incident:

Transaction Reference Number(s): _____

Amount Lost: â,¹ _____

I have already reported this matter to customer care/helpline on _____ and filed a complaint with the reference number _____. Please find attached relevant supporting documents, including my complaint copy, transaction details, and identity proof.

I kindly request you to investigate this matter at the earliest and initiate the process for recovery or reversal of the lost funds. I would appreciate written confirmation of receipt of this application and periodic updates regarding progress.

Thank you for your attention and prompt action in this regard.

Sincerely,

(Signature)

Contact Number: _____

Email: _____

Important Notes:

- Attach copies of all relevant documents (complaint, transaction statement, ID proof, etc.).
- Always report unauthorized transactions to your bank immediately via official channels.
- Keep record of complaint/reference numbers for all communications.
- Each bank may have specific procedures and timelines for processing such claims.
- Consult your bank's official policy or website for further guidance.