

[Your Name]
[Your Address]
[City, State, ZIP]
[Contact Number]
[Email Address]

[Date]

To:

Branch Manager
[Bank Name]
[Branch Address]
[City, State, ZIP]

Subject: Request for Loss Compensation

Dear Sir/Madam,

I am writing to formally request compensation for the loss I have incurred due to [briefly state the issue, e.g., "unauthorized transaction" or "technical error at ATM"] on my account with your bank.

Below are the relevant details:

- **Account Holder Name:** [Your Name]
- **Account Number:** [Your Account Number]
- **Incident Date:** [Date of Incident]
- **Transaction Reference Number:** [Reference/Transaction ID]
- **Details of Loss:** [Brief Description of Incident]
- **Amount Involved:** [Amount]

I request the bank to kindly investigate this matter at the earliest and initiate the necessary process for compensating the aforementioned loss. I have attached all necessary supporting documents for your reference.

Kindly let me know if any additional information or documentation is required to process my request.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

Important Notes:

- Attach all relevant supporting documents (e.g., transaction slips, statements, screenshots).
- Use accurate and recent contact and account information.
- Retain a copy of this letter and attachments for your own record.
- Send your request to the correct branch manager or designated department.
- Follow up if you do not receive a response within a reasonable timeframe.