

[Your Name]

[Your Address]

[City, State, ZIP]

[Contact Number]

[Email Address]

Date: [DD/MM/YYYY]

To,

The Branch Manager

[Bank Name]

[Branch Address]

[City, State, ZIP]

Subject: Prescribed Banking Loss Recovery Claim

Dear Sir/Madam,

I am writing to formally request the recovery of banking losses incurred on my account, as per the prescribed procedures and banking norms.

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Branch Name: [Branch Name]

Type of Loss: [Brief description; e.g., unauthorized transaction, fraud, etc.]

Loss Amount: [Amount Lost]

Loss Date: [Date of Loss]

Details of Incident:

[Provide a brief description detailing the loss, circumstances, date of occurrence, and any reference numbers if available.]

Actions Taken:

[Mention any prior reports to the bank, complaint references, steps taken, etc.]

As per the guidelines and my communications with the bank, I request you to initiate immediate steps for recovery and credit of the lost amount to my above-mentioned account. I have attached all supporting documents for your perusal.

Kindly acknowledge receipt of this request and keep me informed regarding the progress of my claim.

Thank you for your prompt attention.

Yours faithfully,

[Your Signature]

[Your Printed Name]

Important Notes:

- Ensure all details provided are accurate and correspond with your banking records.
- Attach photocopies of identity proof and all supporting documents.
- Mention any previous communications made with the bank regarding the loss.
- Retain a copy of this letter and all sent documents for future reference.
- The bank may require additional information or documents as part of their verification process.