

# Handwritten Lost Payment Refund Request Letter

25 June 2024

To,  
The Manager,  
XYZ Bank,  
123 Financial Road,  
Cityname, Country.

Subject: Request for Refund of Lost Payment

Respected Sir/Madam,

I am   , holding a savings account number    with your bank. I would like to bring to your notice that a payment of amount Rs.    made via cheque number    dated    has been lost and is yet to be credited to the beneficiary.

I kindly request you to initiate the necessary process to refund the lost payment to my account at the earliest. I have already filed a complaint regarding this issue and attached relevant documents for your reference.

I would be grateful if you consider my request and do the needful. Please let me know if you require any additional information or documents from my end.

Thanking you,  
Yours sincerely,

(Signature)

    
    
  

Name

    
    
  

Contact Details

## Important Notes:

- Always attach supporting documents such as payment proof and complaint acknowledgment.
- Ensure all account and payment details are clearly mentioned and accurate.
- Submit the letter in person or via registered email/post for official record.
- Retain a copy of this letter for your personal reference.