

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Appeal for [ATM Card/Withdrawal] Issue

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally appeal for assistance regarding an issue I encountered with my ATM card associated with account number [Your Account Number].

On [Date of Incident], I attempted to [describe the issue, e.g., withdraw cash, use the card for payment] at [Location or ATM Name], but I faced [briefly explain the problem, e.g., "the transaction was declined" or "the ATM malfunctioned"]. This has caused [explain any inconvenience caused, e.g., "a significant disruption to my daily activities"].

I have attached relevant documents, including [list any attached documents, e.g., transaction receipts, bank statements] to support my appeal. I kindly request your prompt attention to this matter and a resolution by [specify a desired timeframe, if applicable].

Thank you for your understanding and assistance. I look forward to your swift response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]