

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

Subject: Transaction Failure Report

Dear [Bank Manager's Name],

I am writing to formally report a transaction failure that occurred on [Date of Transaction]. The details of the transaction are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Transaction Amount: [Transaction Amount]
- Date and Time of Transaction: [Date and Time]
- Type of Transaction: [e.g., ATM withdrawal, online purchase, etc.]
- Merchant Name (if applicable): [Merchant Name]

Despite following the necessary procedures, the transaction did not go through, and it appears that the funds have been deducted from my account. I kindly request your assistance in investigating this matter and ensuring that the amount is restored to my account at your earliest convenience.

Please let me know if you require any further information to expedite the resolution of this issue.

Thank you for your immediate attention to this matter.

Sincerely,

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