

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

[Date]

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

Subject: Formal Dispute - Unprocessed ATM Cash Deposit

To Whom It May Concern,

I am writing to formally dispute an ATM cash deposit that has not been credited to my account. Below are the details regarding the transaction:

- **Account Number:** [Your Account Number]
- **Date of Transaction:** [Date]
- **Time of Transaction:** [Time]
- **ATM Location/Address:** [Location or Branch Name]
- **ATM Machine ID Number:** [Found on receipt or machine sticker]
- **Deposit Amount:** \$[Amount]

Description of the issue: I attempted to deposit the cash amount listed above into the ATM. The machine accepted the cash, but it [did not provide a receipt / provided a receipt showing an error / timed out]. The funds have not appeared in my account balance as of [Current Date].

I request that you investigate this discrepancy, audit the ATM machine's cash balance, and review the surveillance footage if necessary. Please credit the missing funds to my account immediately.

I have attached a copy of the [ATM receipt/account statement] highlighting the issue. Please notify me in writing of the results of your investigation and the date the funds are credited.

Sincerely,

[Your Signature]

[Your Printed Name]