

Date: [Current Date]

To:

The Manager,
[Bank Name],
[Branch Address],
[City, State, Zip Code]

Subject: Formal Request for ATM Dispense Error Chargeback

Dear Sir/Madam,

I am writing to formally report an unsuccessful ATM transaction and to request a chargeback for the undispensed amount.

The details of the transaction are as follows:

- **Account Number:** [Your Account Number]
- **ATM Card Number:** [Last 4 Digits of Your Card]
- **ATM Location/ID:** [Address of ATM or ATM ID Number]
- **Date of Transaction:** [Date]
- **Time of Transaction:** [Time]
- **Attempted Withdrawal Amount:** [Currency and Amount]
- **Amount Actually Dispensed:** [Amount Received, or 'Zero']
- **Disputed Amount to be Refunded:** [Currency and Amount]
- **Transaction Reference/Receipt Number:** [If available]

During the transaction, the ATM failed to dispense the requested cash due to [technical error / power failure / machine jam]. However, the full amount was debited from my bank account. I have attached a copy of the transaction receipt (if available) and my bank statement highlighting the entry.

Please initiate a chargeback process to reverse this transaction and credit the disputed amount back to my account within the regulatory timeframe. I look forward to a prompt resolution.

Sincerely,

[Your Signature (if sending by mail)]

[Your Full Name]

[Your Phone Number]

[Your Email Address]