

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

Subject: Formal Notice of ATM Cash Deposit Discrepancy

Dear Customer Service Department,

I am writing to formally report a discrepancy regarding a cash deposit made at one of your Automated Teller Machines (ATM). Below are the details of the transaction:

- **ATM ID/Location:** [Insert ATM ID number or specific street address]
- **Date of Transaction:** [Insert Date]
- **Time of Transaction:** [Insert Time]
- **Account Number:** [Insert Your Account Number]
- **Amount Deposited:** \$[Insert Total Amount You Put Into the Machine]
- **Amount Credited:** \$[Insert Amount Shown on Receipt/Statement]
- **Discrepancy Amount:** \$[Insert Difference Amount]

The machine failed to credit the full amount of the cash inserted. [Optional: Briefly describe any error message or technical issue that occurred, e.g., "The machine jammed during the count" or "A receipt was not issued"].

I request that you investigate this matter by performing a physical audit of the ATM's cash cassette and reviewing the transaction logs. Please adjust my account balance to reflect the correct deposit amount as soon as possible.

I have attached a copy of the [Receipt / Bank Statement] for your reference. I look forward to receiving a written confirmation once the adjustment has been processed.

Sincerely,

[Your Signature]

[Your Printed Name]