

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

[Date]

[Bank Name]  
[Error Resolution Department]  
[Bank Address]  
[City, State, Zip Code]

**Subject: Formal Notice of ATM Check Deposit Error**

Dear Customer Service Department,

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

- **Account Number:** [Your Account Number]
- **Date of Transaction:** [Date]
- **Time of Transaction:** [Time]
- **ATM Location/ID:** [Address or ATM ID Number]
- **Transaction Reference Number:** [From Receipt, if available]
- **Actual Check Amount:** \$[Amount on the check]
- **Amount Credited/Receipt Amount:** \$[Amount shown on receipt or statement]
- **Discrepancy Amount:** \$[Difference amount]

**Description of Error:**

[Briefly describe what happened, e.g., The ATM failed to read the correct amount, the ATM jammed during deposit, or the funds were not credited to the account.]

I have attached a copy of the ATM receipt (if applicable) and any available evidence of the check value. Under the Electronic Fund Transfer Act and Regulation E, I request that you investigate this discrepancy and credit my account for the missing funds within the required legal timeframe.

Please notify me in writing once the investigation is complete and the correction has been made.

Sincerely,

[Your Signature]

[Your Printed Name]