

[Current Date]

To: [Manager's Name / Supervisor's Name]

From: [Your Name]

Subject: Letter of Explanation Regarding Teller Drawer Overage

Dear [Manager's Name],

I am writing to formally explain the cash overage of \$[Amount] discovered in my drawer during the end-of-day balancing on [Date of Occurrence].

After reviewing my transaction logs and receipts for the day, I believe the discrepancy occurred due to:

[Insert brief explanation, e.g., a processing error during a specific deposit, a failure to hand back a specific amount of change, or a miscount during a high-volume period].

To prevent this from happening again, I am taking the following corrective steps:

- Verifying cash counts a second time before finalizing transactions.
- Utilizing the currency counter for all large cash-in transactions.
- Slowing down during peak hours to ensure accuracy over speed.

I understand the importance of balancing accurately and regret any inconvenience this discrepancy has caused the branch. I am committed to maintaining perfect balancing standards moving forward.

Sincerely,

[Your Signature]

[Your Printed Name]

[Teller ID/Employee Number]