

Date: [Insert Date]

To: [Name of Bank Manager/Branch Head]

[Name of Bank]

[Branch Name/Address]

Subject: Formal Notice Regarding Unauthorized Reversal of Teller Transaction

Dear [Name of Manager],

I am writing to formally report an unauthorized reversal of a teller transaction involving my account, the details of which are provided below:

- **Account Holder Name:** [Your Full Name]
- **Account Number:** [Your Account Number]
- **Transaction Date:** [Date of Original Transaction]
- **Transaction Amount:** [Amount]
- **Transaction Reference/Slip Number:** [Reference Number]
- **Date of Reversal:** [Date you noticed the reversal]

On [Date of Original Transaction], I completed a [Deposit/Withdrawal/Payment] at your [Branch Name] branch. I received a system-generated receipt confirming the successful completion of this transaction. However, upon reviewing my records, I noted that this transaction was subsequently reversed without my authorization or prior notification.

I have not requested any correction or reversal of this entry. This unauthorized action has resulted in [mention impact, e.g., an incorrect balance/overdraft fees/unpaid obligations].

I request that you immediately investigate this matter, provide a written explanation for why the reversal occurred, and restore the funds to my account. Please also ensure that any associated penalties or fees caused by this error are waived or reimbursed.

Attached are copies of the original transaction receipt and the account statement showing the reversal for your reference.

I look forward to your prompt response and a resolution within [Number of Days] business days.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]