

Application to Bank Manager for Refunding Money

1. Application for Refunding Incorrect Bank Charges

To,
The Branch Manager,
[Bank Name],
[Bank Branch Address],

Subject: Application for Refunding Incorrect Bank Charges

Respected Sir/Madam,

I am writing this application to bring to your attention an issue I recently encountered with my bank account (Account Number: XXXXXXXX). I have discovered that incorrect charges were applied to my account, and I kindly request a refund for these charges.

The charges in question were applied on [Date of Charges], and the total amount charged is INR [Amount]. It appears that these charges have been levied as [Describe the Nature of Charges], which I believe are incorrect based on my account usage and the terms and conditions agreed upon while opening the account.

As a loyal customer of [Bank Name] for the past [Number of Years] years, I have always maintained the required minimum balance and have adhered to the guidelines specified by the bank. I kindly request you to investigate the matter, rectify the discrepancy, and refund the incorrect charges at the earliest.

Please find attached a copy of my bank account statement highlighting the said charges for your reference.

Thanking you in advance for your prompt attention to this matter. I look forward to the resolution of this issue and the refund of the incorrectly charged amount.

Yours faithfully,

[Your Name]

[Your Account Number]

[Your Contact Number]

[Your Email Address]

2. Application to Reverse Unauthorized Money Transfers

To,
The Branch Manager,
[Name of the Bank],
[Bank Branch Address],

Subject: Application to Reverse Unauthorized Money Transfers

Sir/Madam,

I am [Your Name], holding a savings account in your esteemed bank with the account number [Your Account Number]. I am writing this application to bring to your notice an issue of unauthorized money transfers from my account.

On [Date of Unauthorized Transfer], I observed some suspicious transactions from my bank account. An amount of INR [Amount] was transferred to an unknown account without my consent. I did not initiate or authorize these transactions, and I suspect that this might be a case of fraudulent activity.

I request you to kindly look into the matter immediately and reverse the unauthorized transfers from my account. I would also like to know the steps taken by the bank to ensure the security of my account and prevent such incidents in the future.

Please find the transaction details mentioned below:

Date of Unauthorized Transfer: [Date]

Amount Transferred: INR [Amount]

Transaction ID: [Transaction ID]

Beneficiary Account Number: [Unknown Account Number]

Bank Name and Branch of the Beneficiary: [Bank Name and Branch]

I would appreciate your prompt assistance in resolving this issue as soon as possible. Kindly acknowledge the receipt of this application and inform me

about the progress in this matter. You may contact me at [Your Email Address] or [Your Phone Number] for further information or clarification.

Thanking you in advance for your cooperation.

Yours sincerely,

[Your Name]

[Your Account Number]

[Your Address]

[Your Contact Number]

[Your Email Address]

3. Application Requesting Compensation for Service Failure

To,
The Manager,
(Name of the Service Provider),
(Address),
(City), (Postal Code)

Subject: Application Requesting Compensation for Service Failure

Respected Sir/Madam,

I am writing this application to bring to your attention a recent instance of service failure from your company and to request compensation for the inconvenience caused. My name is (Your Name), and I am a customer of your (service name, e.g., internet, electricity, water supply) with the account number (Your Account Number) registered at (Your Address).

On (date of service failure), I experienced a complete disruption of the (service name) for an extended period of time, causing significant inconvenience and loss. Despite reaching out to your customer care helpline multiple times, the issue was not resolved in a timely manner. As a loyal customer, I expected better service and support from your company.

The service failure impacted my day-to-day activities, resulting in (describe the loss or inconvenience caused, e.g., missed deadlines, inability to contact family members, etc.). Therefore, I request that you compensate me for the inconvenience caused by providing a (mention the compensation you are seeking, e.g., waiver of service fees, credit towards future bills, etc.) as a goodwill gesture.

I trust that you will take this matter seriously and ensure that such service failures do not recur in the future. Kindly acknowledge this application and provide a suitable response at the earliest.

Thank you for your attention to this matter.

Yours sincerely,

(Your Name)

(Your Contact Number)

(Your Email Address, if applicable)

4. Application for Cancellation of Wrongly Deducted Subscription Fees

To,
The Manager,
Customer Care Department,
(Name of the Company),
(Address),
(City, State, Pincode)

Subject: Application for Cancellation of Wrongly Deducted Subscription Fees

Respected Sir/Madam,

I am (Your Name), a customer of your esteemed organization, holding the account number (Account Number/Subscription ID). I am writing this application to bring to your attention a discrepancy in my account/subscription billing.

I noticed that an amount of INR (Amount) has been deducted from my account on (Date) as a subscription fee for the service (Service Name). However, I would like to inform you that I have not opted for this subscription, and the deduction of this fee is incorrect.

I request your kind assistance in looking into this matter as soon as possible and cancel the said subscription fee. Kindly refund the wrongly deducted amount of INR (Amount) to my account at the earliest.

I am enclosing a copy of my account statement/transaction receipt as proof of the unauthorized deduction. I appreciate your prompt action in resolving this issue and ensuring customer satisfaction.

Thanking you in advance.

Yours faithfully,

(Your Name)
(Registered Mobile Number)
(Email ID, if required)

5. Application Seeking Reimbursement after Failed ATM Withdrawal

To,
The Branch Manager,
[Bank Name],
[Bank Branch Address]

Subject: Application Seeking Reimbursement after Failed ATM Withdrawal

Sir/Madam,

I, [Your Name], holding a savings account (Account Number: [Account Number]) in your bank, wish to bring to your attention a recent failed ATM withdrawal transaction.

On [Date of Transaction], I attempted to withdraw an amount of INR [Amount] from an ATM machine located at [ATM Location]. Unfortunately, the transaction

was unsuccessful, and the ATM failed to dispense the cash. However, I was shocked to find that the withdrawn amount was debited from my account.

I kindly request you to investigate this matter and arrange for the reimbursement of the debited amount into my account at the earliest convenience. I have attached a copy of the ATM transaction slip for your reference.

I trust that you will resolve this issue promptly and appreciate your cooperation in this matter. Please do not hesitate to contact me for any further details.

Thank you for your attention and support.

Yours faithfully,

[Your Name]

[Your Address]

[Your Contact Number]

[Your Email Address]