

# **Application for Amount Debited From My Account**

## **1. Application for Clarification Regarding Amount Debited**

To,  
[Name of the Bank Manager],  
[Bank Name],  
[Branch Address],  
[City, State, PIN Code].

Subject: Application for Clarification Regarding Amount Debited

Dear Sir/Madam,

I am writing to seek clarification about the amount that was debited from my savings account on [insert date]. I noticed that a sum of Rs. [insert amount] was deducted from my account, but I am not sure why this deduction was made.

I request your assistance in providing details regarding this transaction so that I can understand the reason for the deduction. It is important for me to have a clear understanding of all transactions related to my account.

I kindly ask for your prompt attention to this matter and would appreciate it if you could provide me with the necessary information at the earliest convenience.

Thank you for your cooperation.

Yours sincerely,  
[Your Name]  
[Your Account Number]  
[Contact Number]

## **2. Application for Refund of Incorrectly Debited Amount**

To,  
[Name of the Bank Manager],  
[Name of the Bank],  
[Branch Address],  
[City, State, PIN Code].

Subject: Application for Refund of Incorrectly Debited Amount

Respected Sir/Madam,

I am writing to bring to your notice that an amount of [Amount Incorrectly Debited] was debited from my account [Account Number: XXXX] on [Date of Debit]. However, after careful review of my transactions, I have realized that this deduction was made in error.

I kindly request your assistance in refunding the incorrectly debited amount back into my account at the earliest. This amount is important for me and my family's financial well-being.

I would appreciate your prompt attention to this matter and request that the refund be processed as soon as possible to avoid any inconvenience on my end.

Thank you for your understanding and cooperation.

Yours sincerely,  
[Your Name]  
[Your Account Number]

### **3. Application for Investigation into Unauthorized Debit**

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

Subject: Application for Investigation into Unauthorized Debit

Dear Sir/Madam,

I am writing to inform you about an issue regarding my bank account. I noticed that there was a debit transaction made from my account without my permission. This unauthorized debit has caused me financial distress.

Please investigate this matter urgently and provide me with details of the transaction. I request your prompt assistance in resolving this issue and ensuring that my account is secure.

I trust that [Bank Name] will take appropriate action to rectify this situation as soon as possible.

Thank you for your attention to this matter.

Yours faithfully,

[Your Name]

## **4. Application for Confirmation of Debited Transaction Details**

To,  
The Manager,  
[Bank Name],  
[Branch Address],  
[City, State, Pin Code]

Subject: Application for Confirmation of Debited Transaction Details

Respected Sir/Madam,

I am [Your Name], an account holder at your esteemed bank with account number [Your Account Number]. I am writing to request confirmation of a recent transaction made from my account on [Transaction Date].

I kindly request your assistance in providing details of the debited amount, the recipient's account information, and the purpose of the transaction for my records. This will help me ensure that the transaction was made accurately and securely.

I trust your prompt attention to this matter and look forward to receiving the necessary information at the earliest convenience.

Thank you for your cooperation.

Yours sincerely,

[Your Name]

[Your Contact Number]

## **5. Application for Reversal of Duplicate Debit**

To,  
The Manager,  
[Bank Name],  
[Branch Address],  
[City, State, PIN]

Subject: Application for Reversal of Duplicate Debit

Dear Sir/Madam,

I am writing to inform you about a double debit that occurred in my bank account recently. On [Date], an amount of [Amount] was debited twice from my account with the reference number [Reference Number]. This has caused a financial inconvenience to me.

I request your immediate attention to investigate and reverse the duplicate debit as soon as possible. I have attached the bank statement highlighting the duplicate transaction for your reference.

I kindly ask for your cooperation in resolving this matter promptly and crediting the duplicate amount back to my account. Your swift action in this regard will be highly appreciated.

Thank you for your understanding and assistance.

Yours sincerely,

[Your Name]

[Account Number]

[Contact Number]