

# **Application for ATM Withdrawal Issue**

## **1. Application for ATM Card Replacement**

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

Subject: Application for ATM Card Replacement

Respected Sir/Madam,

I am writing to request a replacement for my ATM card. My name is [Your Name] and my account number is [Your Account Number]. I lost my ATM card last week and I am unable to find it.

I use the ATM card to withdraw money and make payments for my school fees and other expenses. Without it, I am facing difficulties in managing my finances.

I kindly request you to issue me a new ATM card at the earliest so that I can continue using banking services without any interruptions. I assure you that I will keep the new card safe and secure.

Thank you for your understanding and prompt action in this matter.

Yours sincerely,

[Your Name]

## **2. Application for Withdrawal Limit Increase**

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

[City, State, PIN Code]

Subject: Application for Withdrawal Limit Increase

Respected Sir/Madam,

I am [Your Name], an account holder at your bank with account number [Account Number]. I am writing this letter to kindly request an increase in my withdrawal limit.

I have been a customer of [Bank Name] for [Number of years/months] and have always maintained a good track record with timely transactions and responsible banking practices. Due to [Reason for needing increased limit, e.g., medical emergency, business needs, etc.], I find it necessary to raise my withdrawal limit to [Proposed new withdrawal limit].

I assure you that I will continue to uphold the integrity of my account and use the increased limit responsibly for my financial needs. I understand the importance of financial security and am committed to following all banking regulations and guidelines.

I kindly request you to consider my application and provide me with the increased withdrawal limit at your earliest convenience. I am available for any further verification or information required.

Thank you for your attention to this matter. I look forward to a positive response from your end.

Yours faithfully,

[Your Name]

[Your Contact Number]

### **3. Application for ATM Error Refund**

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

[City, State, PIN]

Subject: Application for ATM Error Refund

Respected Sir/Madam,

I am writing to inform you about an issue I faced while using the ATM at [Location/ATM ID] on [Date]. During my transaction, the ATM dispensed an incorrect amount of money which was less than the amount I requested.

I am a customer of your bank with account number [Account Number]. The transaction details are as follows:

- Date of Transaction: [Date]
- Time of Transaction: [Time]
- Amount Requested: [Requested Amount]
- Amount Dispensed: [Amount Received]

I request your kind assistance in resolving this matter promptly and refunding the amount that was not dispensed to me. I have attached a copy of the transaction receipt for your reference.

I hope for your quick action in this regard, as the funds are important to me. Your cooperation and understanding in this matter would be highly appreciated.

Thank you for your attention to this issue. I look forward to a swift resolution.

Yours sincerely,

[Your Name]  
[Account Number]  
[Contact Number]

## **4. Application for Lost ATM Transaction Investigation**

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

[City, State, PIN]

Subject: Application for Lost ATM Transaction Investigation

Respected Sir/Madam,

I am writing to inform you about a problem I faced with my ATM card. I am [Your Name], an account holder at [Bank Name], having account number [Your Account Number]. Recently, on [Date of Incident], there was an unauthorized transaction on my account that I did not make. I believe my ATM card might have been lost or stolen.

The transaction took place at [Location/ATM Name] for an amount of [Amount of Transaction]. I have attached a copy of my bank statement highlighting the transaction in question for your reference.

I request your assistance in investigating this matter and helping me recover the lost amount. I kindly ask for your prompt action in resolving this issue and securing my account to prevent any further unauthorized transactions.

Thank you for your attention to this matter. I look forward to your quick response.

Yours sincerely,

[Your Name]

[Your Contact Number]

## **5. Application for New ATM Pin Request**

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

Subject: Request for New ATM Pin

Respected Sir/Madam,

I am [Your Name], an account holder at your esteemed bank. I am writing this letter to request a new ATM Pin for my account due to the loss of my existing one. I request your kind assistance in issuing me a new ATM Pin at the earliest.

I have attached a copy of my identification proof along with this application for verification purposes. I kindly request you to process my request promptly to avoid any inconvenience in accessing my account.

Thank you for your attention to this matter. I look forward to your prompt assistance in this regard.

Yours sincerely,

[Your Name]  
[Account Number]  
[Contact Number]