

# Account Adjustment Letter for ATM Error Bank Charge

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Bank Name]  
[Branch Address]  
[City, State, ZIP Code]

Subject: Request for Account Adjustment Due to ATM Error Bank Charge

Dear [Bank Manager's Name],

I am writing to bring to your attention an incorrect charge that has appeared on my bank account due to an ATM error. Please find the details of the transaction below:

- **Account Number:** [Your Account Number]
- **Date and Time of Transaction:** [Date and Time]
- **ATM Location:** [ATM Location]
- **Transaction Reference Number:** [Reference Number, if available]
- **Amount Involved:** [Amount]

On the above-mentioned date, I attempted to [withdraw/deposit/check balance] at the specified ATM. However, I noticed that my account was incorrectly charged with [describe the error, e.g., double withdrawal, unauthorized fee, incorrect amount]. Please find attached copies of my ATM receipt and relevant bank statement highlighting the discrepancy.

I kindly request that you investigate this matter at your earliest convenience and adjust my account to correct this error. I trust your prompt attention will resolve this issue and ensure the accuracy of my account records.

Please let me know if any further information or documentation is needed from my side. I look forward to your reply and a swift resolution to this matter.

Thank you for your attention and assistance.

Sincerely,  
[Your Name]