Subject- Cash not credited into bank account [Bank Account No.]

Body:

Respected sir,

I, [Name] holding a [type of bank account] account [Bank Account Number] with your branch [branch name]. I am writing this letter in regard to the cash I had deposited on [Date] in your branch to my account. I had deposited a sum of [amount], however, to my shock, the updated bank statement/ passbook did not reflect the cash deposit entry.

Fortunately, I have got the deposit confirmation slip with me. Copy of the same is enclosed with this letter for your reference.

I request you to kindly have a look into this matter and arrange for an immediate solution.

Thank you.

[Your Signature]