

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

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

Subject: Complaint Regarding ATM Card Issues

Dear [Manager's Name],

I am writing to express my concern regarding an issue I have encountered with my ATM card (Card Number: XXXX-XXXX-XXXX-XXXX).

[Describe the specific problem you are facing with your ATM card, e.g., card not working, unauthorized transaction, etc. Provide dates and locations if applicable.]

I have attempted to resolve this matter by [mention any steps you have taken, such as calling customer service or visiting the branch], but unfortunately, the issue persists.

I kindly request that you investigate this matter at your earliest convenience and provide me with a resolution.

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

Sincerely,

[Your Name]
[Your Account Number (if applicable)]