

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

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

Subject: Complaint Regarding Bank Passbook

Dear [Branch Manager's Name],

I am writing to formally lodge a complaint regarding issues I have encountered with my bank passbook (Account Number: [Your Account Number]).

[Briefly describe the issue with the passbook, e.g., incorrect entries, missing pages, or any discrepancies.]

I have attempted to resolve this matter by [mention any attempts you made, e.g., visiting the bank, contacting customer service], but unfortunately, the issue persists.

I kindly request your immediate attention to rectify this situation as it is causing inconvenience to my banking activities.

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Name]