

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

Customer Service Department
State Bank of India
[Branch Address]
[City, State, Zip Code]

Subject: Complaint Regarding [Brief Description of the Issue]

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding [specific issue, e.g., an unauthorized transaction, poor customer service, delay in processing a loan application, etc.] that I experienced with your bank.

Details of the Issue:

- Account Number: [Your Account Number]
- Date of Incident: [Date]
- Description: [Provide a detailed description of the issue, including any relevant dates, amounts, and interactions you've had.]

I have attempted to resolve this issue through [mention any prior communications, e.g., phone calls, emails, visits to the branch], but unfortunately, the matter remains unresolved.

I kindly request that you address this issue at your earliest convenience. I am hopeful for a swift resolution, and I look forward to hearing from you soon.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]