

****[Your Name]****

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

****Branch Manager****

State Bank of India

[Bank Branch Address]

[City, State, ZIP Code]

Dear [Branch Manager's Name],

****Subject: Complaint Regarding [Specific Issue]****

I hope this letter finds you well. I am writing to formally lodge a complaint regarding [specific issue, e.g., unsatisfactory customer service, transaction error, etc.] that I encountered on [date].

1. ****Description of the Issue****

- Briefly outline what happened, including relevant dates, times, and details of the interaction.

2. ****Impact of the Issue****

- Explain how the issue has affected you, including any financial impact or inconvenience caused.

3. ****Previous Attempts to Resolve****

- Mention any prior attempts to resolve the issue, including who you spoke with and any reference numbers if applicable.

4. ****Desired Resolution****

- Clearly state what you expect as a resolution to your complaint.

I hope to hear back from you promptly regarding this matter. Thank you for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number (if applicable)]