

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

The Branch Manager
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., poor customer service, unauthorized transaction, account blockage]. On [date of occurrence], I [describe the incident in detail, including any relevant account information, transaction IDs, etc.]. Despite my attempts to resolve this matter by [mention any steps you took, such as visiting the branch or calling customer service], I have not received a satisfactory response.

I believe that as a valued customer, I deserve [mention what you expect, e.g., timely resolution, clarification, compensation].

I request you to take immediate action to rectify this situation and provide me with an update at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number (if applicable)]