

[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 [describe the issue in detail, including dates, account number, and any relevant transaction details].

Despite my previous attempts to resolve this matter through [mention any previous attempts, if applicable], I have not received a satisfactory response. The issue has caused me [explain any inconvenience caused], and I believe it requires immediate attention.

I kindly request that you investigate this matter and take appropriate action to rectify the situation at your earliest convenience. I look forward to your prompt response.

Thank you for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]