

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

Branch Manager  
State Bank of India  
[Branch Address]

[City, State, ZIP Code]

Subject: Complaint Regarding [Specific Issue]

Dear [Branch Manager's Name],

I hope this letter finds you well. I am writing to formally lodge a complaint regarding [briefly describe the issue, e.g., "the unauthorized transaction on my account," "poor customer service," etc.].

Account Details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Date of Incident: [Date of the issue]

[Provide a detailed description of the issue, including any relevant information, such as dates, amounts, and names of employees you interacted with. Be concise but thorough.]

Despite my attempts to resolve this matter through [mention any previous communications, e.g., "phone calls," "visits to the bank," etc.], I have not received a satisfactory response.

I request that you investigate this matter on an urgent basis and revert with a solution at your earliest convenience.

Thank you for your attention to this issue. I look forward to your prompt reply.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]