

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

The Manager

State Bank of India

[Branch Address]
[City, State, Zip Code]

Subject: Formal Complaint Regarding [Brief Description of Complaint]

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding [specific issue or concern] that I have encountered with my account [Account Number] at your branch.

[Explain the details of the issue, including dates and any relevant transactions or interactions with bank staff.]

Despite my efforts to resolve this matter by [mention any steps you have taken, such as visiting the branch, calling customer service, etc.], I have not received a satisfactory response.

I kindly request that you investigate this matter and provide a resolution at your earliest convenience. Please find attached [mention any supporting documents, if applicable].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]