

[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]

Dear Sir/Madam,

Subject: Complaint Regarding [specific issue]

I am writing to formally address my concern regarding [specific issue, e.g., "an unauthorized transaction" or "poor customer service"]. I am a customer of SBI and my account number is [your account number].

[Explain the issue clearly and concisely. Include dates, amounts, and any relevant details that support your complaint.]

Despite my previous attempts to resolve this matter by [mention any previous communication or actions taken], I have not received a satisfactory response.

I request that you investigate this matter urgently and provide me with an update. I believe that [mention any specific resolutions you would like, e.g., "a refund" or "improved service"] would be a fair resolution. Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,
[Your Name]