

[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 [Issue]

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding [specific issue or situation] that I have encountered at your branch.

Details of the incident:

- Date of incident: [Date]
- Branch name: [Branch Name]
- Account number: [Your Account Number] (if applicable)
- Description: [Provide a brief description of the issue]

I have attempted to resolve this matter by [mention any previous attempts to resolve the issue, if any], but unfortunately, [explain why the issue remains unresolved].

I kindly request your prompt attention to this matter and a resolution to my concern. I look forward to your response and would appreciate your guidance on the next steps.

Thank you for your immediate attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]