

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

The Branch Manager
SBI Bank

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

Subject: Complaint Regarding Account Issues

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding issues I have been experiencing with my bank account (Account Number: [Your Account Number]).

[Describe the issue in detail, including dates and any relevant transactions. Be concise and clear.]

I kindly request your immediate attention to this matter and would appreciate a resolution at your earliest convenience.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]