

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

Branch Manager

SBI Bank

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

Subject: Complaint Regarding Poor Service

Dear [Branch Manager's Name],

I am writing to formally express my dissatisfaction with the service I received at your branch on [specific date]. Despite being a loyal customer for [number of years] years, I was disappointed by the lack of assistance and support I encountered during my visit.

[Briefly explain the specific issues you faced, e.g., long wait times, unhelpful staff, lack of available services, etc.]

I believe that as a customer, my concerns should be addressed with attention and urgency. I respectfully request that you look into this matter and take the necessary steps to improve your customer service standards.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Account Number (if applicable)]