

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

Branch Manager
State Bank of India
[Branch Address]

[City, State, ZIP Code]

Subject: Complaint Regarding Transaction Problem

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding a transaction issue that I encountered with my account [Your Account Number] on [Date of Transaction].

Details of the Transaction:

- Transaction Amount: [Amount]
- Transaction Date: [Date]
- Transaction Reference Number: [Reference Number]

Description of the Issue:

[Briefly describe the issue you faced, including any attempts to resolve it and your dissatisfaction with the service provided.]

I kindly request you to investigate this matter and provide a resolution at your earliest convenience.

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

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]