

[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 [Brief Description of the Issue]

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding [specific issue] that I have encountered while dealing with your bank. My account number is [your account number].

[Clearly describe the issue you faced, including any relevant details such as dates, transaction numbers, and any previous interactions with bank staff regarding this matter.]

Despite my attempts to resolve this issue [mention any attempts made], I have not received a satisfactory response. Therefore, I am reaching out to you to seek your assistance in resolving this matter.

I kindly request that you look into my complaint and provide a prompt resolution. I hope to hear from you soon.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]