

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

Customer Service Department
State Bank of India
[Branch Address]

[City, State, Zip Code]

Subject: Customer Complaint Regarding [Specify Issue]

Dear Sir/Madam,

I am writing to formally express my dissatisfaction regarding [briefly explain the issue, e.g., "the unauthorized transaction on my account", "poor service received at the branch", etc.].

Details of my account are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Branch Name: [Your Branch Name]

[Explain the issue in detail, including dates, amounts, and any relevant transactions or communications. Be sure to describe how it has affected you and any steps you have already taken to resolve it.]

I kindly request that you investigate this matter at your earliest convenience and provide a resolution. I believe that as a loyal customer, my concerns deserve your attention.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]