

[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 express my dissatisfaction regarding [describe the issue briefly, e.g., a transaction error, poor customer service, etc.].

Details of the issue:

- Account Number: [Your Account Number]
- Date of Incident: [Date]
- Description: [Provide a brief description of what happened and any relevant details.]

I have already attempted to resolve this issue by [mention any previous communication or attempts made to resolve the issue, e.g., visiting the branch, contacting customer service, etc.]. Unfortunately, [explain the outcome of those attempts].

I kindly request that you look into this matter at your earliest convenience and provide a resolution. I hope for a prompt response to my complaint and look forward to your resolution.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]