

[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 [Issue]

Dear [Branch Manager's Name],

I am writing to formally address an issue I have encountered with my account ([Your Account Number]) at your branch.

1. ****Description of the Issue:****

Provide a clear and concise account of the issue you are facing. Include relevant details such as dates, transactions, and any previous communications regarding the matter.

2. ****Impact of the Issue:****

Explain how this issue has affected you, whether it be financially, emotionally, or in terms of time.

3. ****Previous Attempts to Resolve:****

Mention any efforts you have made to resolve the issue, including conversations with customer service or visits to the branch.

4. ****Resolution Sought:****

Clearly state what resolution you are seeking. This could be a refund, correction of a transaction, or any other request.

I hope for a prompt and amicable resolution to this matter. I look forward to your response within [mention a timeframe, e.g., 7 business days].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]