

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

Customer Service Department
ZFC Bank

[Bank's Address]
[City, State, ZIP Code]

Dear Customer Service Manager,

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally lodge a complaint regarding [provide a detailed description of the issue or incident, including dates, transaction numbers, and any relevant account information].

Despite my previous attempts to resolve this matter through your customer service channels on [mention dates of previous correspondence], I have not received a satisfactory response.

I kindly request that you investigate this matter and provide me with a resolution at your earliest convenience. I look forward to your prompt attention to this issue.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Account Number, if applicable]