

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

Customer Service

Qatar National Bank (QNB)

[Bank Address]

[City, State, Zip Code]

Subject: Notification Letter

Dear QNB Customer Service,

I hope this letter finds you well. I am writing to formally notify you regarding [specific issue or purpose, e.g., account update, service inquiry, etc.].

[Provide a brief description of the situation or request. Include any relevant account numbers or details if necessary.]

I would appreciate your prompt attention to this matter and look forward to your response. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]