

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

Customer Service Department
QNB Bank
[Bank Address]
[City, State, Zip Code]

Dear QNB Customer Service Team,

Subject: [Brief Description of the Issue or Inquiry]

I hope this letter finds you well. I am writing to express my concerns regarding [specific issue/concern] that I encountered on [date]. My account number is [your account number].

[In this paragraph, describe your issue in detail. Include relevant dates, transactions, or any interactions with customer service.]

I would greatly appreciate your assistance in resolving this matter. Please let me know if you require any further information from my side. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]