

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

[Date]
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Complaint regarding [specific issue]

Dear [Bank Manager's Name or Customer Service Department],
I am writing to formally lodge a complaint regarding an issue I have encountered with my banking services.

Account Number: [Your Account Number]

Branch: [Your Branch Name]

[Describe the issue in detail, including dates, amounts, and any relevant transactions or communications. Be concise and factual.]

I believe this situation requires your immediate attention, and I would appreciate a prompt resolution.

Thank you for addressing this matter promptly. I look forward to your response.

Sincerely,
[Your Name]