

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

Subject: Complaint Regarding Bank Services

Dear [Bank Manager's Name or Customer Service Department],
I am writing to formally express my dissatisfaction with the service I have received from [Bank's Name].

On [date], I encountered an issue regarding [briefly describe the issue - e.g., account access, fees, transaction errors, customer service experience]. Despite my efforts to resolve this matter by [mention any previous communication or steps taken], I have not received a satisfactory response or resolution.

The details of my complaint are as follows:

- Account Number: [Your Account Number]
- Date of Incident: [Date of Incident]
- Description of the Issue: [Detailed explanation of the issue]

I would appreciate your prompt attention to this matter and a resolution that addresses my concerns. Please feel free to contact me at [your phone number] or [your email address] for any further information or clarification.

Thank you for your attention to this matter.

Sincerely,
[Your Name]