

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

[Bank Manager's Name]
[Bank Name]
[Bank Address]

[City, State, ZIP Code]

Subject: Complaint Regarding [Specific Issue]

Dear [Bank Manager's Name],

I am writing to formally address a concern I have regarding [specific issue], which I have encountered while using your bank's services.

[Explain the issue in detail, including dates, transactions, and any relevant account information. Be clear and concise.]

I have attempted to resolve this matter by [mention any previous attempts to resolve the issue, including who you spoke with and any responses you received], but unfortunately, the issue remains unresolved.

I kindly request your assistance in addressing this matter as soon as possible. I believe that an immediate response will be beneficial for both parties.

Thank you for your attention to this issue. I look forward to your prompt reply.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]