

Complaint Letter To Bank Manager

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Bank Manager's Name]

[Bank Name]

[Branch Address]

[City, State, ZIP Code]

Subject: Complaint Regarding [Issue]

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to express my disappointment and frustration regarding a recent issue I have encountered with your bank's services. I have been a loyal customer of [Bank Name] for [X] years and have always appreciated the level of service I received until now.

The purpose of this letter is to bring to your attention the following matter:

[Explain the issue you are facing in detail. Be concise and specific about the incident, dates, and any relevant account or transaction details. Include any relevant documentation or evidence if available.]

Despite my attempts to resolve this matter through the usual channels, I have yet to receive a satisfactory resolution. This has caused me undue stress and inconvenience, which is not something I expected from a reputable institution like [Bank Name].

I kindly request that you take immediate action to investigate and address this issue. I believe that open and honest communication is key to resolving this matter, and I am hopeful that you will treat my complaint with the seriousness it deserves.

I expect a prompt response from your side acknowledging the receipt of this letter and outlining the steps you will take to address and resolve the issue. Furthermore, I would appreciate regular updates on the progress of the investigation and the actions being taken to rectify the situation. In the event that this matter is not resolved to my satisfaction, I may be compelled to explore alternative avenues to seek redress. However, I sincerely hope that it does not come to that and that we can resolve this matter amicably.

Thank you for your prompt attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: [List any enclosed documents, if applicable]