

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

Bank Manager
Bank Name
Bank Address
City, State, ZIP Code

Dear [Bank Manager's Name],

I am writing to formally express my dissatisfaction regarding the delays I have experienced with your bank's services. On [specific dates], I encountered significant waiting times and unresponsive service while attempting to [describe issue, e.g., open an account, process a transaction, etc.].

Despite my efforts to resolve the matter by [mention any actions taken, e.g., calling customer service, visiting a branch], I have not received adequate assistance or timely responses. This has caused [mention any consequences, e.g., financial inconvenience, frustration].

I kindly request that you investigate this matter and provide a resolution at your earliest convenience. I appreciate your attention to this issue and hope for an improvement in your customer service standards.

Thank you for your attention to this matter.

Sincerely,
[Your Name]