

Complaint Regarding Poor Customer Service

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

Manager's Name
Bank Name
Bank Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally express my dissatisfaction with the customer service I received at your bank on [specific date]. During my visit, I encountered several issues that not only discouraged me but also led to a frustrating experience.

[Briefly describe the specific issues you faced, e.g., long wait times, unhelpful staff, etc. Be as specific as possible.]

I believe that as a valued customer, I should receive prompt and effective service. Unfortunately, my recent experience was far below the standard I have come to expect from your bank. I would appreciate your attention to this matter so that improvements can be made in the future.

Thank you for your time, and I look forward to your prompt response.

Sincerely,
[Your Name]