

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Manager's Name]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally express my dissatisfaction with the delays I have experienced in the processing of my loan application, submitted on [Date of Application]. Despite my repeated follow-ups, I have not received a satisfactory response regarding the status of my application.

The unnecessary delays are causing significant inconvenience, and I urge you to investigate this matter promptly. It is crucial for me to have this loan processed in a timely manner to [briefly explain the important reason for the loan].

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]