

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Manager

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally express my concern regarding discrepancies I have noticed in my bank account, [Account Number]. After reviewing my recent transactions, I have found several inaccuracies that I believe warrant your immediate attention.

Details of the discrepancies are as follows:

- [Description of Discrepancy 1]
- [Description of Discrepancy 2]
- [Description of Discrepancy 3]

I kindly request a thorough investigation into these matters and an explanation of how these discrepancies occurred. I anticipate your prompt response in resolving this issue.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]