

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Bank Manager's Name]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Bank Manager's Name],

I am writing to formally lodge a complaint regarding an unfortunate incident involving the loss of funds from my account.

On [insert date], I noticed that a sum of [insert amount] was missing from my account [insert account number]. I have reviewed my transactions and there seems to be no valid explanation for this discrepancy. I have attempted to resolve this matter through your customer service, but unfortunately, my concerns have not yet been addressed adequately.

I kindly request your immediate attention to this matter to facilitate the investigation and recovery of the lost funds. I believe that it is crucial for your institution to uphold its commitment to customer service and financial security.

Please let me know the next steps I should take to assist you in resolving this situation. I look forward to your prompt response.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]