

[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 lodge a complaint regarding unresolved issues with my account ([Your Account Number]) at [Bank's Name]. Despite several attempts to address these matters with your staff, I have not received a satisfactory resolution.

The issues at hand include [briefly describe the specific issues you are experiencing with your account, such as unauthorized transactions, incorrect charges, or failure to process transactions]. I initially reported these concerns on [date of first report] and have followed up multiple times, most recently on [date of last follow-up], but I have yet to see any progress.

I would like to request your immediate attention to this matter, as it has caused considerable inconvenience. I expect a prompt response detailing how these issues will be resolved and what further steps will be taken to ensure similar situations do not occur in the future.

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

Sincerely,  
[Your Name]