

# Letter of Appeal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

## **Subject: Appeal Against Bank Employee Misconduct**

Dear [Bank Manager's Name],

I am writing to formally appeal regarding an incident involving misconduct by one of your employees, [Employee Name], which occurred on [Date of Incident].

On that day, I experienced [brief description of the incident, including details of the misconduct]. This behavior was unacceptable and has caused me significant [stress / financial loss / inconvenience].

I have previously discussed this matter with [relevant personnel or department], but I am not satisfied with the resolution provided. Therefore, I am requesting further action be taken against the employee involved.

It is crucial for banks to maintain a high standard of professional conduct, and I hope you will treat this matter with the seriousness it deserves. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]