

Letter of Concern Regarding Bank Staff Behavior

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Manager's Name]

[Bank's Name]

[Bank's Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to express my concern regarding an incident that occurred during my recent visit to [Bank's Name] on [Date of Incident]. Unfortunately, I experienced unprofessional behavior from a member of your staff that I believe warrants your attention.

During my visit, [briefly describe the incident and the behavior of the staff member]. This behavior was not only disappointing but also made me feel uncomfortable as a customer.

I have always appreciated the services provided by [Bank's Name] and have considered it my trusted financial institution. However, this incident has raised concerns about the customer service standards upheld by your staff.

I hope you will address this matter to ensure that your bank continues to provide a welcoming and professional environment for all customers. Thank you for your attention to this issue, and I look forward to your response.

Sincerely,

[Your Name]