

# Formal Notice of Issues with Bank Employee

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 address some issues I have encountered with one of your employees, [Employee's Name]. During my recent visit on [Date of Incident], I experienced the following issues:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

This experience has caused me significant inconvenience and I believe it is essential for the bank to address these concerns to maintain its reputation for customer service.

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

Sincerely,

[Your Name]