

Complaint Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Bank Name
Bank Address
City, State, Zip Code

Dear [Bank Manager's Name],

I am writing to formally complain about the conduct of one of your bank personnel during my recent visit to your branch on [specific date].

While I understand that busy environments can lead to stress, the behavior exhibited by [Employee's Name/Description] was unprofessional and unacceptable. I encountered the following issues: [Briefly list specific incidents or behavior].

I believe that as a customer, I deserve to be treated with courtesy and respect, and I hope that you will take this matter seriously. I am confident that this situation can be resolved and that steps will be taken to ensure that other customers do not have a similar experience.

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

Sincerely,
[Your Name]