

Date...

The Manager (Job designation...)

Company/Organization name...

Address...

***Sub: Complaint Letter for Poor Services***

Dear Sir,

I regret to state that I am an account holder at your bank for the last three/five years (More/less) but unfortunately I found great trouble while entering into the bank on the day before yesterday (Date: dd/mm/yy). As the bank timing was (time) pm but gatekeeper closed the gate before fifteen minutes and they did not allow me to enter into the bank. I pleaded with him and other staff of the bank but they did not take a notice. (Write your actual problem and situation)

Sir, I was in great trouble and wanted to get cash from the cheque for an urgent piece of work but the staff of your bank did not cooperate with me and they even closed the doors before off time.

I suggest you to please take strict action regarding the above-mentioned matter.

With thanks,

Your name...

Address...

Contact no. and signature