

BANK COMPLAINT LETTER

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Introduction

Through a bank complain letter, an individual can explain his/her grievance to concerned authority in the bank and ask them to help overcome the same. The individual should furnish necessary details including account number, personal details, and name of the branch and so on.

Bank Complaint Letter Tips

- Start by mentioning details like duration of association, type of account and operating branch.
- Briefly state your request.
- Mention estimated time duration as stated by staff for its completion.
- Mention that despite several reminders, your work remains unfinished.
- Furnish personal and account details.
- End by requesting concerned authority in the bank to assist.

Sample Bank Complaint Letter

From

Mike Milligan

346, Palm Street

Texas.

To

Jake Jonathan

Branch Manager

Wecare Bank

Downtown Street

Texas

12September2013

Dear Mr. Jonathan,

I am a client of your bank for the past five years and hold a savings Account in your Downtown Street branch. I had applied for issue of a debit-card for my savings account on 12August2013.

I was promised that the same would be dispatched to my residence through post after seven working days. Due to non-receipt, I inquired with your branch and they assured that my request has been reinitiated. They promised delivery latest by 05September2013.

I am sad to say that despite making calls to your branch and to the customer-care toll-free numbers; there has been no delivery of my debit-card till date. My account details are:

- Name: Mike Milligan
- Account No: D78900 00 1635
- Type of Account: Savings

I request you to look into my case and help me receive my debit-card at the earliest and oblige.

Thanking You

Mike Milligan

Bank Complaint Letter Template

From

_____ (your name)

_____ (your address)

To

_____ (name of recipient)

_____ (designation)

_____ (name of organization)

_____ (address)

Date _____ (date of writing letter)

Dear Sir/Madam,

I am a client of your bank for the past years (mention duration) and hold a account (mention account-type) in your(mention location) branch. I had requested....(mention in brief about your request) .

I was promised that the same would be completed after ...(mention estimated time duration for completing work) .

I am sad to say that despite making calls to your branch and to(mention if you called other staff/customer-care center); there has been no action taken till date. My account details are:

- Name:
- Account No:
- Type of Account:

I request you to look into my case and help me(mention how you want concerned authority to assist) at the earliest and oblige.

Thanking You

_____ (your name)

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