**Included:**

Introduction

Complain Letter to Bank Tips

Sample Complain Letter to Bank

Complain Letter to Bank Template

Complain Letter to Bank

Letters.org

**Introduction**

Through a complain letter to a bank, a complainant can explain his/her grievance and ask the concerned authorities to help in overcoming the same. The individual should maintain a polite tone and furnish necessary details including account number, personal details, and name of the branch and so on.

**Complain Letter to Bank Tips**

* Start by stating duration for which you have been their client.
* Briefly explain the problem in hand and suggest remedy.
* Furnish relevant details about yourself and your account.
* Furnish copies of documents required as proof with your letter and end by requesting concerned authorities to overcome your grievance.

Sample Complain Letter to Bank

From

Mike Talison

346, Maiden Heights

Texas.

To

Kevin Malcom

Branch Manager

Mymoney Bank

Downtown Street

Texas

12September2013

Dear Mr. Malcom,

I am a client of your bank for the past eight years and hold a Savings Account. I shifted my location from Michigan to Texas two months back.

I visited your branch nearest to my residence in Texas and requested them to change my postal-address and update my new telephone numbers in their records since I wanted to continue availing services of receiving brochures/letters through post and SMS alerts for all transactions.

It has been two months, but I am yet to receive SMS alerts. I request you to kindly update my personal information at the earliest.

My account details are:

• Name: Mike Talison

• Account No: D78900 00 1635

• Type of Account: Savings

I am enclosing a copy of address-proof and latest telephone bill for your reference and for updating my records.

Yours Sincerely

Mike Milligan

# Complain Letter to Bank Template

# From

# \_\_\_\_\_\_\_\_\_\_ (your name)

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_ (your address)

# To

# \_\_\_\_\_\_\_\_\_\_ (name of recipient)

# \_\_\_\_\_\_\_\_\_\_ (designation)

# \_\_\_\_\_\_\_\_\_\_ (name of bank)

# \_\_\_\_\_\_\_\_\_\_ (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 type). I wish to bring to your notice that …( briefly explain the problem you have in hand).

# It has been …(mention time lapsed) since I submitted my request, but I am yet to …. I request you to kindly instruct your staff to …(mention how you want the concerned authority to assist you)

# My account details are:

# • Name: ……

# • Account No: ……

# • Type of Account: ……

# I am enclosing a copy of …(mention documents you are enclosing as proof for their reference) .

# Yours Sincerely

# \_\_\_\_\_\_\_\_\_\_ (your name)

# Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org