

COMPLAIN LETTER TO BANK

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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)

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