

Complaint Letter to Bank, complete complaint letters example.

A complaint letter should be precise, mentioning the nature of the grievance. When you are writing a complaint, letter give a clear account of your problem and ask politely to take an action for it.

Here is a sample of complaint letter to bank:

From,

Raghav Bhalla

C 21, Rajouri Garden

Delhi

To

Mr. Madan Oswal

Manager

The Urban Cooperative Society Bank

Gurgaon

21st May; 2011

Ref: **Complaint letter**

Dear Sir,

I would like to bring it to your notice that I have opened an account of mine on the 5th of this month in your bank. Your staff has informed me that I shall get my bank ID, my passbook and cheque book within 2 days. Besides I was promised that I shall also get my ATM card along with them. But with regret I would like to inform you that I have, till date received none of the above.

Since I have shifted here from Gurgaon a few weeks back, I am finding it difficult to survive without my cheque book and ATM card. I hope you can understand without the bank account how difficult it is for someone to maintain the things in a new city. I need to pay my bills and have to purchase a lot of things for my house but unless I do not have a cheque book here, I can't do anything.

Thus, I request you to kindly look into the matter and issue me all the above-mentioned documents and card. My account number is 160925.

I hope you will entertain my problem on prior basis.

Thanking You

Sincerely

Raghav Bhalla