

Formal Letter to Bank Manager

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

The Bank Manager

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Dear Mr./Ms. [Bank Manager's Last Name],

I am writing to you regarding [state the reason for your letter, such as a request, complaint, or inquiry]. My account number is [your account number]. I would like to bring to your attention [briefly explain the issue or purpose of your letter, such as a specific service request, an account issue, or a question about bank policies].

[In the following paragraph, provide details relevant to your request or concern. Be specific about what you need or the issue you are facing. If needed, mention any prior interactions with the bank about this issue, including dates or names of other representatives involved.]

I would appreciate it if you could [suggest a specific action, such as resolving the issue, providing information, or taking a specific step]. Your assistance in this matter would be highly valued, and I hope for a prompt resolution.

Thank you for your time and attention. If you require any further information from my side, please feel free to contact me at [your phone number] or via email at [your email address].

Sincerely,

[Your Name]

