

Complaint Letter Example “letter to Manager of a Bank about a check of yours that has been dishonored” Complete Application for all classes.

1061, Sector 15 B,

Chandigarh.

11th August, 20....

To

The Manager,

Bank of Baroda,

Sector 17 D,

Chandigarh.

Subject: **Concerning my check No. 58972 dated 2.8.2002 for Rs. 8000/-**

Sir,

This is to inform you that my check No.58972 dated 2-8-2002.... Which was presented by Canara Bank, Chandigarh in clearing on 5th August, was returned unpaid by you with the memo 'effects not cleared.' In fact, on the same date, I deposited a check in our favor for rupees 8000/- drawn on New Bank of India, Chandigarh.

Such an irresponsible act was not expected from your bank. This has damaged our reputation. I hope you will be more cautious in future.

I am sure that you will look into the matter personally and avoid further damage to our credit in the market.

Yours faithfully,

Y.K. Gupta.