

Date: _____

To,

The Branch Manager

Shivalik Small Finance Bank Limited

Branch:

Sub: Regarding complaint for Delayed/Wrong updation in Bureau.

Dear Sir/Ma'am,

I am availing/had availed the below listed credit facility/facilities from the bank listed below. I wish to raise a complaint against the report submitted by your bank to the credit bureau against my loan account/accounts for the month of _____. I request you to kindly remove/correct the information and update my bureau report at earliest.

Customer Details	
Loan Account no./nos.	
Sanction Amount	
Outstanding amount	
Complaint description	
Complainant Name	
Bank Name	
Account number	
IFSC code	
Branch	
UPI ID	
Mobile number	
e-mail id	

Yours Faithfully,

(Signature)

Borrower Name