

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Name of Recipient/Grievance Officer]  
[Department Name]  
[Company/Institution Name]  
[Address]

**Subject: Second Follow-Up: Formal Grievance Regarding Unresolved Closure of Account  
#[Account Number]**

Dear [Recipient Name],

I am writing to express my continued dissatisfaction regarding the closure of my account, which remains unresolved despite my previous correspondence dated [Date of First Letter].

To date, I have received [no response / an unsatisfactory response] regarding why my account was closed and the status of my remaining balance totaling [Amount]. My previous reference number for this complaint is [Reference Number].

I have already provided the following documentation to support my case:

- [Document 1, e.g., Photo ID]
- [Document 2, e.g., Final Statement]
- [Document 3, e.g., Proof of Address]

The lack of progress on this matter has caused significant inconvenience. I request a formal written explanation for the closure and an immediate timeline for the release of my funds.

Please provide a definitive response within [Number] business days. If I do not hear from you, I will be forced to escalate this matter to the [Name of Ombudsman or Regulatory Body].

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Signature]  
[Your Printed Name]