To,

Mr. Fred  
House number d12.  
Westwood.

From,

ABL bank.  
Westwood.

Respected Sir,

This is to inform you that your last visit to our bank has somewhat proved to be a cause of disruption in the banking activities. We at ABL value our respectable clients and you being one of them has always been a good client of ours but from the past many weeks whenever you had come to visit our bank your behavior has always upset us all.

A month ago, you had managed to scream at our cashier for a delay of only 5 minutes in delivering you the cash.  After which you had without any reason slammed the door in the face of our newly appointed manager but this time you had crossed all your limits by openly criticizing over the bank's new policy in front of our foreign clients.

Your actions have caused us a lot. We had always shared a good relationship with you over the years and have wished to go for more, but these recent incidents have disrupted the whole situation. With this attitude, we are afraid that we may not be able to continue dealing with you anymore thus bringing an end to all our dealings with you.

Hope to share a positive and cordial relationship in future.

Yours Sincerely.

ABL bank.  
Westwood.