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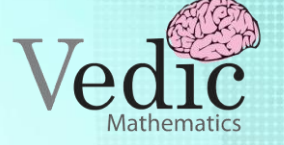
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Letter writing is a crucial section in many Bank PO (Probationary Officer) exams, testing your communication skills, grammar, and ability to articulate thoughts formally. Here are common topics and categories you can expect, along with tips for preparation:

Common Categories of Letter Writing Topics

1. Complaint Letters: These are very frequent and assess your ability to formally address issues.

- Complaint regarding unauthorized transactions on your debit/credit card.
- Complaint about a discrepancy in your bank statement.
- Complaint about poor customer service at a bank branch.
- Complaint regarding a delay in processing a loan application.
- Complaint about issues with internet banking or mobile banking services.

2. Request/Application Letters: These test your ability to make formal requests or applications.

- Request for a new cheque book.
- Application for a duplicate ATM card.
- Request for a loan (e.g., home loan, education loan, car loan).
- Application for opening a new bank account (savings/current).
- Request for stopping payment on a cheque.
- Request for updating KYC (Know Your Customer) details.
- Application for a change of address.
- Request for a statement of account for a specific period.

3. Suggestion/Feedback Letters: These topics evaluate your ability to provide constructive feedback.

- Suggestion for improving customer service at the bank.
- Feedback on a new banking product or service.
- Suggestion for introducing new features in mobile banking.
- Suggestion for promoting digital transactions.

4. Business/Formal Letters (General): These might involve scenarios related to a bank's operations or customer interactions.

- Letter to the bank manager regarding a bounced cheque.
- Letter to the bank about a lost or stolen passbook.
- Letter informing the bank about a change in your nominee.
- Letter to a customer regarding a special offer or new scheme (from the bank's perspective).
- Letter to another bank for inter-bank transfer issues.

5. Letters to the Editor (Less Common but Possible):

While less direct to banking, these test general formal writing skills and can sometimes be banking-related.

- Letter to the editor about the importance of financial literacy.
- Letter to the editor on the impact of digital banking on rural areas.

