

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

CJ Smith
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear CJ Smith,

I am writing to formally express my dissatisfaction regarding [details of the issue]. On [date of incident], I experienced [specific problem], which has led to [consequences of the issue].

Despite my attempts to resolve this matter, including [any previous communication or steps taken], the issue remains unresolved. I believe that [your expectation or request for resolution], and I hope we can find a suitable solution.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]