

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

Customer Service

Ewol

[Company Address]
[City, State, Zip Code]

Dear Customer Service Team,

Subject: Formal Complaint Regarding [Issue/Concern]

I am writing to formally express my dissatisfaction regarding [specific issue] that I encountered with your product/service on [date of incident].

[Describe the issue in detail, including any relevant information such as order numbers, specific product details, and what actions you have already taken to resolve the matter.]

I believe that the issue I experienced is not representative of the quality and standards that Ewol is known for, and I am seeking a prompt resolution.

I request that you [explain what resolution you seek, such as a refund, replacement, or other actions].

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

Sincerely,

[Your Name]