

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

Customer Service Department

HJC [Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Complaint Regarding [Brief Description of Issue]

Dear Customer Service Team,

I am writing to formally raise a complaint regarding [specific issue or product] that I purchased on [purchase date], with the order number [order number].

[Describe the issue in detail, including any relevant information such as date of occurrence, product details, and previous correspondence, if any.]

I expected [state expectations or standards that were not met], and I am disappointed with the outcome.

I would appreciate your attention to this matter and request a resolution by [specific request - refund, exchange, etc.]. Please find attached copies of [relevant documents - receipt, correspondence, photos, etc.].

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

Sincerely,

[Your Name]