

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
HJC Complaints Department
[HJC Address]
[City, State, Zip Code]

Dear [Recipient's Name or "HJC Complaints Department"],
Subject: Formal Complaint Regarding [Brief Description of the Issue]
I am writing to formally lodge a complaint regarding [provide a detailed description of the issue, including relevant dates, locations, and individuals involved].

[Describe the circumstances and any actions taken previously to resolve the issue. Include any evidence, such as receipts, contracts, or correspondence, if applicable.]

I believe that [explain how the situation has affected you or any relevant parties, stating any feelings of injustice, inconvenience, etc.].

I kindly request that you [state your desired outcome or solution, such as a refund, replacement, or action to be taken].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]