

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

[Recipient's Name]  
[Company Name (HJC)]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Customer Complaint Regarding [Specific Issue]

I hope this letter finds you well. I am writing to formally express my dissatisfaction with [specific product/service] that I purchased on [purchase date]. I have encountered the following issues: [briefly describe the issues].

Despite my efforts to resolve this matter by [mention any prior communication or actions taken], I have not received a satisfactory resolution. The following are details of my experience:

- [Detail 1]
- [Detail 2]
- [Detail 3]

I believe this matter should be addressed promptly to maintain your reputation for customer satisfaction. I kindly request a resolution that includes [specific action you want: refund, replacement, etc.].

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

Sincerely,

[Your Name]