

[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: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction with [describe the issue briefly, e.g., a defective product, poor service, etc.].

[Provide details about the issue: what happened, when it occurred, and any relevant information. Include reference numbers if applicable.]

Despite my attempts to resolve this matter through [mention any previous communication or resolutions attempted], I have not received a satisfactory response.

[State what action you expect: a refund, replacement, etc.]

I hope to resolve this matter amicably and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]