

****HJC Complaint Letter Outline****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[HJC Customer Service]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

****1. Introduction****

- Briefly introduce yourself.
- State the purpose of the letter (to file a complaint).

****2. Details of the Complaint****

- Describe the issue or incident.
- Include relevant details (dates, locations, products involved).

****3. Supporting Evidence****

- Mention any attached documents (receipts, photos, correspondence).

****4. Desired Resolution****

- Clearly state what you would like to achieve (refund, replacement, etc.).

****5. Conclusion****

- Thank the recipient for their attention.
- Provide your contact information for follow-up.

Sincerely,

[Your Name]