

[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 [Issue/Problem]

Dear HJC Customer Service,

I am writing to formally submit a complaint regarding [briefly explain the issue or problem you encountered with HJC products or services].

[Provide a detailed description of the issue, including any relevant order numbers, dates, and descriptions of previous communications regarding the problem.]

I believe that [explain why you feel the issue is significant and should be addressed].

I would appreciate your prompt attention to this matter and look forward to your response. Please let me know how you plan to address this situation.

Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]