

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

[Recipient's Name]
[HJC Customer Service Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Complaint Regarding [Product/Service]

I am writing to formally express my dissatisfaction with [describe the product/service], which I purchased on [purchase date] from [location or website]. [Briefly explain the issue or complaint, including any relevant details such as model number, order number, etc.]

Despite my attempts to resolve this issue through [mention any previous communication, such as phone calls or emails], I have not received a satisfactory response. [Explain the impact this issue has had on you, if applicable.]

I kindly request [state your desired resolution, such as a refund, replacement, or repair]. I believe this is a reasonable request given the circumstances.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]