

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

[Date]  
[Recipient Name or HJC Contact Person]  
[HJC Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Subject: Complaint Submission

Dear [Recipient Name or "HJC Team"],

I am writing to formally submit a complaint regarding [briefly state the issue, e.g., a product failure, poor service, etc.].

Details of the complaint:

- **\*\*Description of the Issue\*\***: [Explain the issue in detail.]
- **\*\*Date of Occurrence\*\***: [Date]
- **\*\*Location\*\***: [Where it occurred, if applicable]
- **\*\*Previous Communications\*\***: [Any prior communications regarding this issue, including dates and responses.]

I believe that this issue needs to be addressed promptly, and I would appreciate your assistance in resolving it. I am hopeful for a satisfactory resolution.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]