

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

HJC Customer Service

[Company Address]
[City, State, Zip Code]

Dear HJC Customer Service,

I am writing to formally express my dissatisfaction with [specific product name or service] that I purchased on [purchase date] from [retailer or website]. My order number is [order number].

The issues I have encountered include [briefly describe the issue, e.g., defect, malfunction, poor customer service]. This has caused me significant inconvenience because [explain how it has affected you or your experience].

I have attempted to resolve this matter by [describe any previous attempts, such as contacting customer support, returning the product, etc.], but unfortunately, [explain the outcome of those attempts].

I would appreciate your prompt attention to this matter and request that [state your desired outcome, e.g., a refund, replacement, repair, etc.].

Thank you for your attention to this issue. I look forward to your response within [a specific time frame, e.g., 14 days].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]