

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

Customer Service Department
HJMC

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

Dear Customer Service Manager,
Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction with [specific issue or incident] that occurred on [date]. Despite my previous attempts to resolve this matter through [previous communication method], I have not received a satisfactory response.

[Provide a brief description of the issue, including relevant details and any actions taken.]

I expected a higher standard of service from HJMC and hope you will take my complaint seriously. I kindly request [specific resolution or action you are seeking].

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]