

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

Customer Service Manager

HZM [Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Manager,

I am writing to formally express my dissatisfaction with the service/product I received from HZM on [date of purchase/service].

Unfortunately, my experience did not meet the high standards I have come to expect from your company.

[Describe the issue in detail, including any relevant order numbers, dates, and specific problems encountered.]

I have contacted customer support regarding this matter on [dates of previous communications], but unfortunately, the issue remains unresolved.

I would appreciate it if you could look into this matter and provide a satisfactory resolution. I look forward to hearing from you soon.

Thank you for your attention to this matter.

Sincerely,

[Your Name]