

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

[Recipient's Name]
JCPenney
[Store/Corporate Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Customer Service Manager"],
I am writing to [briefly state the reason for your letter - e.g., express my concerns, provide feedback, request information, etc.].

[In the next paragraph, elaborate on your issue or feedback. Include specific details such as dates, locations, and any relevant order numbers if applicable. Be clear and concise.]

I would appreciate your attention to this matter and any assistance you can provide. [Mention what resolution or response you are seeking, if applicable.]

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,
[Your Name]