

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

Subject: Complaint Resolution - JGM Letter

Dear [Recipient's Name],

I am writing to formally address my recent complaint regarding [briefly describe the issue, e.g., a defective product, poor service, etc.]. I have attempted to resolve this matter directly with your customer service team, but unfortunately, the issue remains unresolved.

To provide context, I purchased [describe the product/service] on [purchase date], and [explain the issue in detail, including any relevant reference numbers or dates]. Despite my efforts to seek a resolution through your standard channels, I have not received a satisfactory response.

As a loyal customer, I believe in the values and standards your company represents, which is why I feel compelled to escalate this issue. I kindly request a prompt resolution which may include [mention your desired outcome, e.g., a refund, replacement, etc.].

Please find attached copies of relevant documents for your review, including [list any attached materials like receipts, previous correspondence, etc.].

I appreciate your attention to this matter and look forward to your prompt reply.

Thank you for your understanding.

Sincerely,  
[Your Name]