

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

Dear [Recipient Name],

Subject: Complaint Regarding JGB [Specify the Issue]

I am writing to formally submit a complaint regarding [describe the issue with JGB, e.g., service, product quality, billing error, etc.].

[Provide a detailed description of the issue, including any relevant dates, locations, and interactions you have had with the company regarding this matter.]

Despite my attempts to resolve this issue by [mention any previous communication or actions taken], I have not seen any satisfactory resolution.

I would appreciate your immediate attention to this matter and a prompt response. Please let me know how you intend to rectify this situation. Thank you for addressing my concern.

Sincerely,  
[Your Name]