

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

Customer Service
JKO

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

Dear Customer Service,

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction with [specific issue or incident] that occurred on [date]. As a loyal customer, I have always appreciated the quality of your services/products, but this recent experience has fallen short of my expectations.

[Description of the issue: Include details about what happened, any attempts made to resolve it, and how it has affected you.]

I kindly ask you to address this matter promptly. I believe a resolution would be [state your desired outcome, such as a refund, replacement, or another remedy].

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

Sincerely,
[Your Name]