

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

Customer Service

JKL Company

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

Dear JKL Customer Service,

I am writing to formally express my dissatisfaction with [describe the product or service] that I purchased from your company on [purchase date].

Unfortunately, my experience has not met my expectations due to [briefly explain the issue, e.g., defective product, poor service, etc.]. I believe this matter deserves your attention, and I would appreciate a resolution.

I have attached relevant documentation, including [receipts, photographs, etc.], which supports my complaint. I would like to request [specific resolution you are seeking, e.g., a refund, replacement, etc.].

Thank you for addressing this matter promptly. I look forward to your response.

Sincerely,

[Your Name]