

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

Customer Service

Jysk

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

Dear Customer Service,

Subject: Complaint Regarding [Issue/Problem]

I am writing to formally lodge a complaint regarding [briefly describe the issue, e.g., a defective product, poor service, etc.] that I experienced on [date of the incident].

Details of my complaint are as follows:

- Order Number: [Order Number]
- Date of Purchase: [Purchase Date]
- Description of Issue: [Detailed description of the problem, including relevant facts, actions taken, and any communications with staff if applicable]

I have attached [mention any attached documents, such as receipts, photos, or previous correspondence] to support my case.

I would appreciate your prompt attention to this matter and look forward to your reply regarding [state what resolution you are seeking, e.g., a replacement, refund, apology, etc.].

Thank you for your attention to this issue. I hope to hear from you soon.

Sincerely,

[Your Name]