

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

Customer Service

Jynx

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

Dear Customer Service Team,

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction with [describe the product/service] that I purchased on [purchase date]. Unfortunately, [provide details about the issue, including any relevant order number or transaction ID].

Despite my efforts to [mention any previous attempts to resolve the issue, such as contacting customer support], the matter remains unresolved. I believe that [state your expectations, e.g., a refund, replacement, etc.].

I appreciate your immediate attention to this matter and hope to receive a prompt response. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]