

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

Customer Service
JTV

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

Dear JTV Customer Service,

Subject: Complaint Resolution Request - Order #[Order Number]

I am writing to formally express my dissatisfaction with a recent experience I had with JTV. On [Date of Purchase], I purchased [specific item(s)], and I encountered the following issue: [describe the issue in clear detail].

Despite my efforts to resolve the issue by [mention any prior attempts to resolve the issue, e.g., contacting customer service], I have not received a satisfactory response. I believe this situation is inconsistent with JTV's commitment to customer satisfaction.

I kindly request that you investigate this matter and provide a resolution. I would appreciate a response by [reasonable date] to ensure a timely resolution.

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

Sincerely,

[Your Name]

[Your Order Number] (if applicable)