

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

JTV Official

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

Dear [JTV Official's Name or "To Whom It May Concern"],

Subject: Complaint Regarding [specific issue]

I am writing to formally express my dissatisfaction with [describe the issue briefly].

[Explain the details of your complaint, including any relevant dates, times, and interactions. Be concise yet thorough.]

Despite my attempts to resolve this issue by [mention any previous communication or actions taken], I have not seen any satisfactory resolution.

I kindly request that you address this matter promptly and inform me of the steps that will be taken to rectify the situation.

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

Sincerely,

[Your Name]