

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

Customer Service Department

JTB [Company Name]

[Company Address]

[City, State, Zip Code]

Dear JTB Customer Service,

Subject: Service Complaint

I am writing to formally express my dissatisfaction with a recent experience I had with your company on [insert date of service].

Despite my expectations for a quality service, [describe the specific issue you faced, including details such as location, time, and any relevant information]. This experience did not meet the standards I anticipated based on your company's reputation.

I have attached copies of related documents, including [list any relevant documents such as receipts, confirmation emails, etc.].

I would appreciate your prompt attention to this matter and a resolution that reflects the high standard of customer service that JTB aims to provide. I look forward to your response.

Thank you for addressing my concerns.

Sincerely,

[Your Name]