

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

Customer Service Department
JYP Company
[Company Address]
[City, State, ZIP Code]

Dear Customer Service Team,
Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction with [describe the issue briefly, e.g., a product, service, or experience] that I encountered on [date]. Despite my expectations from JYP Company, the experience fell short due to [explain the problem in detail, including any relevant order numbers or incident specifics].

[Optional: Describe any previous attempts to resolve the issue and the response received.]

I would appreciate your immediate attention to this matter and a prompt resolution. I believe that [suggest a specific solution, e.g., a refund, replacement, or acknowledgment of the issue].

Thank you for your time and assistance. I look forward to your response.

Sincerely,
[Your Name]