

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

Customer Service

KJH

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

Dear Customer Service,

I am writing to formally express my dissatisfaction with [describe the issue briefly, e.g., "the product I purchased from your store on [date]"].

[Provide details of the complaint, including what happened, any relevant order numbers, and any attempts you made to resolve the issue.]

I believe that [state your expectations, e.g., "I should receive a full refund" or "a replacement for the defective item"].

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

Sincerely,

[Your Name]