

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

Customer Service Department
LJSW

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

Subject: Complaint Regarding [Issue Briefly Described]

Dear Customer Service Team,

I am writing to formally lodge a complaint regarding [describe the issue briefly, e.g., "a product defect," "poor service," "billing error," etc.].

On [date of occurrence], I [describe what happened, including relevant details such as order number, account number, or any previous communication with the company].

I expected [state what you expected or what should have happened], but instead, [describe the outcome or issue].

Given the circumstances, I would appreciate it if you could [state what resolution you seek, e.g., "provide a replacement," "issue a refund," etc.].

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

Sincerely,
[Your Name]