

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

Customer Service Department  
QJK

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

Dear Customer Service Team,

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally express my dissatisfaction with [describe the product/service] that I purchased on [purchase date]. Unfortunately, my experience has not met my expectations due to [details of the issue, e.g., quality, customer service, etc.].

[Provide specific details about the incident, including order number, dates, and any previous attempts to resolve the issue.]

I would appreciate your prompt attention to this matter and would like to request [propose a solution, e.g., a refund, replacement, etc.].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]