

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

[Date]
[Recipient Name]
[Company Name - Qjumu]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with [describe the issue briefly, e.g., a product/service you received].

[Explain the details of your complaint, including dates, specific issues, and any prior correspondence.]

I expected [mention what you expected] and was disappointed when [describe the outcome].

I would appreciate it if you could [state the action you would like them to take, e.g., a refund, replacement, etc.].

Thank you for addressing my concerns promptly. I look forward to your response.

Sincerely,
[Your Name]