

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

Customer Service Manager
QJLL

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

Dear Customer Service Manager,

I am writing to formally express my dissatisfaction with [specific issue or product/service] that I experienced on [specific date]. Despite my expectations, the experience did not meet the quality standards I anticipated from QJLL.

[Describe the issue in detail, including any relevant information such as order numbers, dates, and communication attempts.]

I have made several attempts to resolve this matter by [mention any previous actions taken, such as contacting customer service, etc.], but unfortunately, I have not received a satisfactory response.

I kindly request your immediate attention to this matter and hope to hear back from you with a resolution soon. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]