

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

Customer Service

JJ Abbott

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

Dear Customer Service Team,

I am writing to formally express my dissatisfaction regarding [specific issue with JJ Abbott product or service].

On [specific date], I purchased [product name or service] and was expecting [describe expected outcome]. However, I faced the following issues: [list specific problems or concerns].

Despite my attempts to [mention any attempts made to resolve the issue], the situation remains unresolved. I believe that [state your expectation, such as a refund, replacement, or other solutions].

I hope you can address this matter promptly. Thank you for your attention to this issue.

Sincerely,
[Your Name]