

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

Customer Service

JJ Morgan

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

Dear JJ Morgan Customer Service,

I am writing to formally complain about [briefly describe the issue, e.g., a defective product, unsatisfactory service, etc.].

On [date of the incident], I [describe what happened, including any relevant details]. Despite my attempts to resolve this issue by [mention any prior communications or actions taken], I have not yet received a satisfactory response.

I would appreciate it if you could [state what resolution you are seeking, e.g., a full refund, replacement, etc.]. Enclosed are copies of relevant documents, including [list any attached documents, such as receipts, correspondence, etc.].

I look forward to your prompt response to this matter.

Sincerely,

[Your Name]