

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

Customer Service

TJ Maxx

[Store Address or Corporate Address]
[City, State, Zip Code]

Dear Customer Service Team,

Subject: Service Request

I hope this message finds you well. I am writing to bring to your attention a matter regarding [briefly describe the issue, e.g., a product return, missing item, etc.].

Details of the Request:

- Order Number: [Your Order Number]
- Date of Purchase: [Purchase Date]
- Description of the Issue: [Provide a detailed explanation of the issue]

I would appreciate your prompt assistance in resolving this matter.

Please let me know the next steps I should take or any additional information you may need from my side.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]