

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Date]
Customer Service Department
TZK
[Company Address]
[City, State, Zip Code]
Dear Customer Service Team,
Subject: Complaint Regarding [Issue Description]
I am writing to formally express my dissatisfaction with [specific issue]
that I experienced on [date] while [describe the circumstances briefly].
Despite my expectations for [describe expected service/product], I was
disappointed by [explain what went wrong or how the service/product fell
short].
I kindly request that you take the necessary steps to address this issue
and provide a resolution. I look forward to your prompt response.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Contact Information]
[Order/Account Number, if applicable]