

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

Customer Service

JXS

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

Subject: Complaint Regarding [Specific Issue]

Dear JXS Customer Service,

I am writing to formally express my dissatisfaction with [briefly describe the issue, e.g., a product, service, or experience] that I encountered on [date of issue].

The details of my complaint are as follows:

- Order Number: [Order Number]
- Date of Purchase: [Purchase Date]
- Description of the Issue: [Explain the issue in detail, including any relevant facts and figures]

I have attempted to resolve this matter by [mention any previous communication or actions taken, e.g., calling customer service, emailing support], but unfortunately, I have not received a satisfactory response. I would appreciate it if you could [state what action you want, e.g., refund, replacement, or further investigation].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]