

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

Customer Service Department

vJoy

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

Dear vJoy Customer Service Team,

Subject: Service Complaint - [Brief Description of the Issue]

I hope this letter finds you well. I am writing to formally lodge a complaint regarding the service I received on [specific date] concerning [description of the product/service].

Despite my expectations based on your company's reputation, my experience was quite disappointing due to [briefly explain the issue]. I attempted to resolve this matter by [details of prior communication you had regarding the issue], but unfortunately, the issue remains unresolved. I believe that customer satisfaction is of utmost importance, and I would appreciate your assistance in remedying this situation. I kindly request [specific action you want them to take, e.g., a refund, replacement, etc.].

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

Sincerely,

[Your Name]
[Your Job Title (if applicable)]
[Your Company (if applicable)]