

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

Customer Service Department
JYP Construction Services
[Company Address]
[City, State, Zip Code]

Dear JYP Construction Services,

Subject: Complaint Regarding [Specify the Issue]

I am writing to formally express my dissatisfaction with the services I received from JYP Construction Services on [date of service]. The issues I encountered include [briefly describe the issue, e.g., delays, poor quality of work, lack of communication, etc.].

I expected a higher standard of service based on the reputation of your company. However, [provide specific details about your experience and how it did not meet your expectations].

I would appreciate it if you could [request a specific resolution, e.g., a refund, repair, further communication].

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

Sincerely,
[Your Name]