

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

Customer Service Department
JZIP

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

Dear Customer Service Team,

Subject: Complaint Regarding [Issue/Service/Product]

I am writing to formally express my dissatisfaction with [specific issue, product, or service] that I experienced on [date].

[Describe the issue in detail, including what you expected versus what you received.]

I have attempted to resolve this issue by [mention any previous communication or efforts made]. However, I have not received a satisfactory response.

I would like to request [mention your desired resolution, e.g., refund, replacement, etc.].

Thank you for your attention to this matter. I hope for a prompt resolution.

Sincerely,
[Your Name]