

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with [specific issue] regarding [brief description of the product/service, e.g., "my recent purchase from JZR"].

On [date of transaction], I [describe what you did, e.g., "bought a JZR product"]. Unfortunately, [detailed description of the problem, e.g., "the item was defective and did not meet the expected standards"].

I have attempted to resolve this issue by [mention any previous attempts at resolution, e.g., "contacting customer service on two separate occasions"], but unfortunately, [explain the unsatisfactory outcome, e.g., "I did not receive an adequate response"].

I would appreciate it if you could [state what you would like as a resolution, e.g., "provide a replacement or issue a full refund for the purchase"].

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

Sincerely,  
[Your Name]