

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

Customer Service Department
XJS

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

Dear Sir/Madam,

Subject: Complaint Regarding [Brief Description of Issue]

I am writing to formally express my dissatisfaction with [specific product/service] that I purchased on [purchase date] from [store/location or online]. Unfortunately, [describe the issue, including any relevant details such as the product model, serial number, order number, etc.].

Despite my attempts to resolve this issue by [mention any previous communications or attempts to fix the problem], I have yet to receive a satisfactory response. I believe that as a valued customer, I deserve [mention what you expect or what resolution you are seeking, e.g., refund, replacement, etc.].

I hope to hear back from you at your earliest convenience to resolve this matter. Please contact me at [your phone number] or [your email address]. Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]