

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

Customer Service Department

XJR [Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally express my dissatisfaction regarding a recent experience with my XJR [specific product or service] purchased on [purchase date]. My concerns center around [briefly explain the issue, e.g., product malfunction, service delay, quality issues].

Despite my attempts to [mention any previous communication or attempts for resolution], I have not received a satisfactory resolution. [Include any relevant details, such as model number, order number, or previous complaint references, if applicable.]

I would appreciate your prompt attention to this matter and look forward to your response to resolve the issue at hand. Please contact me at your earliest convenience via [preferred method of contact].

Thank you for your time.

Sincerely,

[Your Name]