

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

Customer Service

XJet

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

Dear XJet Customer Service Team,

Subject: Complaint Regarding [brief description of the issue]

I am writing to formally lodge a complaint regarding my recent experience with XJet on [date of incident] involving [briefly explain the nature of the complaint].

[Explain the details of your complaint, including specific information such as flight number, reservation number, services rendered, and any personnel involved if applicable. Be clear and concise in your explanation.]

I believe that this situation falls short of the quality of service that XJet is known for and expect a prompt resolution. I would appreciate it if you could [state your desired resolution, e.g., refund, compensation, etc.].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]