

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

Customer Service

XJX Company

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

Dear Customer Service Team,

I am writing to formally express my dissatisfaction with [briefly describe the issue, product, or service].

On [date of occurrence], I [describe what happened, including any relevant details]. I expected [state your expectations], but unfortunately, [explain the outcome].

I previously attempted to resolve this issue by [mention any previous communication or attempts to seek resolution], but [explain the result of those attempts].

I would appreciate your prompt attention to this matter and request a resolution that includes [state what you hope to achieve, e.g., refund, replacement, etc.].

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

Sincerely,
[Your Name]