

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

Customer Service Department
XJL

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

Dear XJL Customer Service,

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my concern regarding [specific issue] that I have encountered with your product/service. [Provide a brief description of the issue, including relevant details such as dates, order numbers, and previous communications with the company].

Despite my efforts to resolve this matter [mention any previous communications or actions taken], I have not received a satisfactory response. [Feel free to include any additional information or impact this issue has had on you].

I kindly request that you address this issue promptly and provide a solution that is acceptable to both parties.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]