

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

[Recipient's Name]
[Title or Position]
[YJSC - Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Customer Service Team"],
Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction with [describe the issue briefly]. On [date], I [describe the action or event that led to the complaint].

[Explain the issue in detail, providing relevant facts, dates, and any previous communications you have had about this matter. Include how it has affected you.]

I believe that this situation is not in line with the standards of [YJSC or relevant terms], and I would like to request [state your desired resolution, such as a refund, replacement, apology, etc.].

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]
[Your Position/Title (if applicable)]