

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

Customer Service

YJJ Company

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

Dear YJJ Customer Service,

Subject: Formal Complaint Regarding [Issue]

I am writing to formally express my dissatisfaction with [describe the specific issue, e.g., a product or service] that I received on [date of purchase].

Despite my expectations based on [your prior experience, the company's reputation, etc.], the situation has not met those standards. [Detail the issue, including any relevant information such as order number, model, etc.].

I kindly request [state your desired resolution, e.g., a refund, replacement, etc.]. I believe this is a reasonable request given the circumstances.

Thank you for your attention to this matter. I hope to receive a prompt response addressing my concerns.

Sincerely,

[Your Name]