

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

Customer Service

YLighting

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

Dear YLighting Customer Service,

Subject: Complaint Regarding [Specify Issue]

I am writing to formally address an issue I encountered with [product name or order number] purchased on [purchase date].

[Clearly describe the problem, including any relevant details such as dates, product defects, or service issues.]

Despite my attempts to resolve this matter by [mention any prior communication or attempts to fix the issue], I have not received a satisfactory response.

I request your immediate attention to this matter and hope for a resolution in the form of [refund, replacement, etc.]. Please let me know how you intend to proceed.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]