

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

[Recipient's Name]  
[Company Name (ZGG)]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Brief Subject of the Complaint]

I am writing to formally express my dissatisfaction regarding [specific issue] that occurred on [date] involving [briefly mention specifics like product or service].

Despite my expectations regarding [mention what you expected], I encountered [describe the issue in detail]. This has caused [explain any inconvenience or problem caused].

I have attempted to resolve this issue by [mention any previous communications or actions taken]. However, I have not received a satisfactory response.

Therefore, I would appreciate your prompt attention to this matter. I expect [state what you would like as a resolution, e.g., a refund, exchange, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]