

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

Customer Service Department
ZGP

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

Dear ZGP Customer Service,

Subject: Complaint Regarding [Briefly State the Issue]

I hope this message finds you well. I am writing to formally express my dissatisfaction regarding [describe the issue] that I experienced on [date].

[Explain the issue in detail, including any relevant facts, and the steps you have already taken to resolve it.]

I believe this situation warrants your attention, as it has caused [explain any consequences you faced].

I kindly request that you [state what you want the company to do about the issue, e.g., refund, replacement, resolution].

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

Sincerely,
[Your Name]