

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

Customer Service

ZG Stock

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

Subject: Complaint Regarding ZG Stock

Dear Customer Service,

I am writing to formally express my dissatisfaction with [describe the issue briefly, e.g., the quality of the stock, delayed delivery, etc.].

Details of my complaint are as follows:

- **Order Number:** [Your Order Number]
- **Date of Purchase:** [Purchase Date]
- **Description of the Issue:** [Explain the issue in detail]

I expected [mention expected outcome or resolution], and I am disappointed that this was not met. I would appreciate it if you could address this matter promptly.

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

Sincerely,

[Your Name]