

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title/Position]
[Company Name, e.g., ZGG]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Formal Complaint Regarding [Issue]
I am writing to formally express my dissatisfaction regarding [briefly
describe the issue].
[Provide a detailed explanation of the complaint, including relevant
dates, interactions, and any previous communication you have had
regarding this issue.]
[If applicable, describe what resolution you are seeking.]
I appreciate your attention to this matter and hope for a prompt
response.
Thank you for your cooperation.
Sincerely,
[Your Name]